



University of Illinois *at* Springfield



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Some of the photographs on the cover were taken by Terry Farmer, Ron Gordon, and Steve Hinrichs.

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Naomi B. Lynn, Chancellor

A Message from the Chancellor

Welcome to the University of Illinois at Springfield.

I have great confidence that your experiences here, both academic and co-curricular, will be challenging, enlightening, and enriching. By selecting the University of Illinois at Springfield, you have chosen a high-quality education in an atmosphere conducive to contemplative study, to the excitement of the exchange of ideas and to shared discovery. Excellent faculty, personal attention, practical experience, and professional development are all to be found on this campus.

Whatever course of study you select at UIS, you will benefit from small classes, an exceptional library, state-of-the-art computer labs and smart classrooms, a variety of student activities, and exposure to a diverse mix of caring faculty and fellow students.

In addition, our location in the state's capital and our commitment to civic education and public affairs provide many opportunities to pursue public and private sector internships.

We want to help you build a strong foundation on which to realize your full potential and to assist you in attaining your goals. My wish is that your life will be richer for the education you receive here.

Best of luck.

Calendar 1999 - 2000

Fall Semester 1999

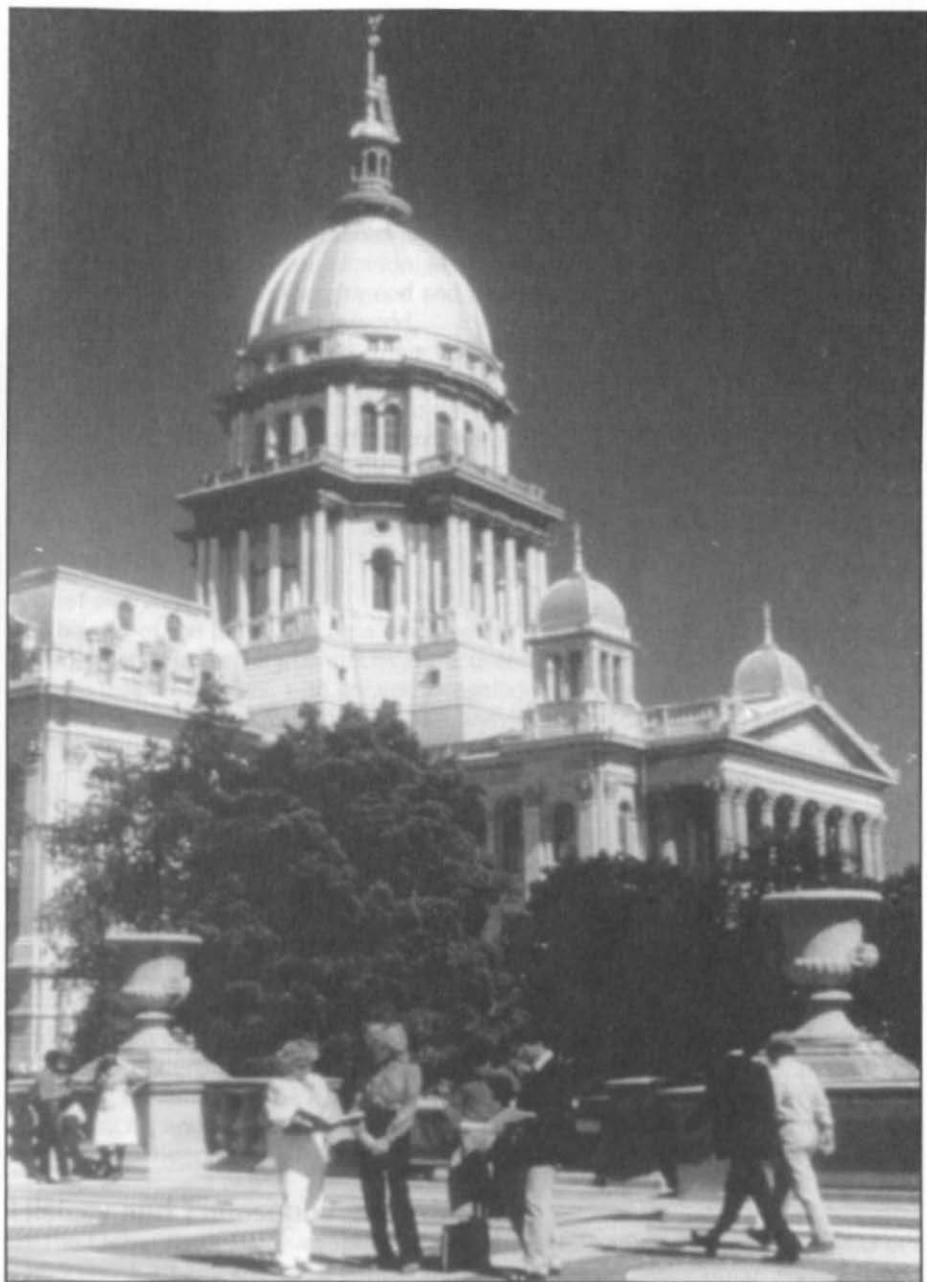
August 16-20, Monday-Friday	Registration
August 23, Monday	Registration and Classes Begin
September 6, Monday	Labor Day (Campus Closed)
September 7, Tuesday	No Classes
October 16, Saturday	Mid-point
November 24, Wednesday	No Classes
November 25, Thursday	Thanksgiving (Campus Closed)
November 26, Friday	Campus Closed
December 18, Saturday	Semester Ends
December 24 (noon)-January 3	
Friday-Monday	Holiday Break (Campus Closed)

Spring Semester 2000

January 10-14, Monday-Friday	Registration
January 17, Monday	Martin Luther King Jr. Day (Campus Closed)
January 18, Tuesday	Registration and Classes Begin
March 11, Saturday	Mid-point
March 13-17, Monday-Friday	Spring Recess
May 13, Saturday	Semester Ends and Commencement

Summer Session 2000

May 30-June 2, Tuesday-Friday	Registration
June 5, Monday	Registration and Classes Begin
July 4, Tuesday	Campus Closed
July 29, Saturday	Summer Session Ends



General Information & Public Affairs



General Information

Mission Statement

The University of Illinois at Springfield has as its primary mission providing excellence in teaching. UIS strives to produce an educational environment where students can acquire (1) a solid foundation for lifelong learning, (2) a keen appreciation of intellectual and aesthetic achievements, (3) an enhanced capacity for critical thinking and oral as well as written communication, (4) a practical preparation for pursuing fulfilling careers, (5) a sound basis for informed and concerned citizenship, and (6) a productive commitment to improving their world.

UIS emphasizes public affairs instruction, research, and service carried out through community partnerships that contribute to social progress, governmental effectiveness, educational excellence, and economic development. UIS is committed to addressing the needs of both traditional and nontraditional learners and reflecting cultural diversity in both the curriculum and the campus community. UIS encourages innovative approaches appropriate to fulfilling these institutional aims.

Vision Statement

A brief overview

The UIS of the future will be a place where teaching remains the central function and excellence in teaching continues as the overriding goal. It will be a place where faculty are teacher-scholars, with greater recognition of and support for scholarship than at present. Public affairs will continue as a unifying theme of teaching, scholarship, and service, but in the future UIS' commitment to public affairs will be understood as the campus' distinctive contribution to the land-grant mission of the University of Illinois.

The UIS of the future will continue to offer undergraduate curricula in both traditional liberal arts disciplines and in professional fields and will serve students from the first years of college through completion of the baccalaureate degree. Professional education at the master's level will continue to be a major feature of the campus' curricular commitments, with quality and distinction being the principal determinants of graduate program offerings. Projected doctoral work will be in the area of public affairs.

UIS will continue to pursue modest, controlled enrollment growth and to serve many types of students, but the mix of students will be different. The campus will draw more students from outside central Illinois and will, concomitantly, serve a larger proportion of full-time undergraduate and graduate students. In order to best nurture our students, the UIS of the future will be a place where the centrality of a lively extracurricular intellectual, social, and cultural life is recognized and supported as being critical to students' learning experiences.

History and Philosophy

The University of Illinois at Springfield is the newest and smallest of the three U of I campuses. Formerly known as Sangamon State University, the campus was renamed UIS on July 1, 1995, when it joined the U of I as part of a statewide reorganization of public higher education. Sangamon State had been governed by the Illinois Board of Regents since 1969 when it was established by the Illinois General Assembly as the first of two senior institutions in the state, offering coursework at the junior, senior, and graduate levels. Originally envisioned as an innovative response to the growth of Illinois' community college system and as a new means for individuals to enter upper-division and graduate study, SSU was charged with addressing public affairs within the framework of a liberal arts curriculum.

While the effects of this initial charge are still apparent in UIS' academic programs and in its substantial involvement with the surrounding community, the campus has evolved during the intervening years into a more comprehensive and traditional institution. In fall 1998 UIS began offering its first doctoral program, in public administration. Throughout its 29-year history, the campus has consistently stressed practical experience, professional development, and excellent teaching as the most effective means to enlighten students' minds and to give them the skills that will prepare them for the next century.

UIS serves about 4,300 students each semester, more than 50 percent of whom are undergraduates. This small student population allows UIS to offer a personalized, high-quality education in a caring, individualized atmosphere. The student body, which reflects the cultural diversity of our society, is comprised mainly of those who commute to campus; however, UIS is experiencing a steady increase in the number of full-time undergraduates, many of whom are among the more than 400 students who live in campus housing. Many UIS students are transfers from other institutions, while others are resuming an interrupted education, seeking to improve current job skills, preparing for a second career, or simply enhancing their lives through continued education.

Students can choose from 22 undergraduate and 21 graduate degree programs, and the doctoral program in public administration. These programs range from traditional disciplines such as history, economics, and biology to more career-oriented concentrations such as business administration and management information systems. UIS also offers interdisciplinary programs such as environmental studies and communication, and 24 minor areas of study.

Located in Springfield, the capital of Illinois, UIS allows its students first-hand access to state government and public service through special courses, research projects, and internships. These activities encourage students to develop an active understanding of how public policy meshes with the many and varied problems facing today's changing society. Coordinated by the UIS' Institute for Public Affairs, these activities include the Illinois Legislative Studies Center, Illinois Legislative Staff Internship Program, Center for Legal Studies, Graduate Public Service Internship Program, *Illinois Issues*, WUIS/WIPA (a National Public Radio affiliate), UIS Television Office, Survey Research Office, and Institute Publications.

Governance

The University of Illinois at Springfield is one of three campuses governed by the U of I Board of Trustees. The other campuses are the University of Illinois at Urbana/Champaign and the University of Illinois at Chicago. The U of I campuses are among twelve public university campuses in the state, all of which are coordinated by the Illinois Board of Higher Education. Internally, UIS is governed by the chancellor with advice from appropriate administrators and from the Campus Senate.

Accreditation

The University of Illinois at Springfield is fully accredited by the Commission of Institutions of Higher Education of the North Central Association of Colleges and Schools. NCA can be contacted at: North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, phone (312) 263-0456 or (800) 621-7440. Fax (312) 263-7462.

Affirmative Action

The University of Illinois at Springfield is dedicated to achieving an educational and work environment that reflects the diversity of our state. To accomplish this, UIS is committed to affirmative action through (1) the intensified recruitment and retention of stu-

dents, faculty, and staff, (2) the elimination of any found, discriminatory policy/practice within the institution, and (3) the promotion of inclusion in the various departments, programs, and activities of UIS.

Individuals with questions or complaints regarding equal opportunity and affirmative action at UIS should contact the affirmative action office, 206-6222.

Policy on Religious Observances

The University of Illinois at Springfield has adopted a policy that requires the campus to provide reasonable accommodation to the religious observances of individual students. This means that all scheduling of admission and registration, examinations, and assignment dates during a semester should be established with consideration to the possible occurrence of religious observances during the semester. Alternative dates for examinations or major assignments will be provided to students who are unavailable as a result of religious observances. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress under the grievance process provided for in the UIS Student Code.

Sexual Harassment Policy

UIS is committed to providing and preserving an atmosphere free from harassment in any form. All employees and students have the right to work and study in an environment free from sexual harassment. Sexual harassment is a violation of personal and professional ethics and impedes the primary function of the University.

The purpose of the University of Illinois at Springfield's sexual harassment policy is three-fold – to foster an environment free from sexual harassment, to encourage victims to come forward, and to provide for corrective action to be taken when necessary. Copies of the UIS sexual harassment policy may be obtained from the campus' affirmative action office, PAC 583.

Drug and Alcohol Policy

The unlawful possession, use or distribution of illicit drugs and alcohol presents both legal and health risks to the individual and can adversely affect the entire campus community. Therefore, the University of Illinois at Springfield has established standards of conduct for students and employees that prohibit these activities on premises owned or controlled by UIS and during any activity conducted or sponsored by UIS.

Incidents involving the possession or distribution of illicit drugs or alcohol should be reported to the campus police department. Sanctions for violating this policy range from a written reprimand to expulsion from UIS or termination of employment.

This is a summary of the complete policy; copies of the complete text of UIS' drug prevention policy and program may be obtained from the Office of the Vice Chancellor for Student Affairs (F 23, 206-6581) or from the Office of the Assistant Vice President for Human Resources (K 30, 206-6652).

The Campus

The University of Illinois at Springfield's spacious 746-acre campus is located on the southeast side of the capital city, near Lake Springfield. The campus is composed of several major buildings, a number of smaller structures, and student apartments accommodating approximately 400 students.

The Norris L. Brookens Library was completed in December 1975. A major learning/resource center of exceptionally high quality designed to support the campus' academic programs, the library also houses classrooms and faculty office space.

The Public Affairs Center (PAC) opened in October 1980. The 198,000-square-foot building includes a 2,017-seat auditorium equipped for a variety of dramatic and musical performances. The PAC also houses a studio theater, a cafeteria and restaurant, offices, television studio, classrooms, and conference rooms.

A 56,847-square-foot Health and Sciences Building opened in 1992. The three-level facility, located southeast of UIS' central plaza and connected by underground tunnel with Brookens Library, is the home of UIS' biological, physical, and allied health sciences and its mathematics and computer science programs. The building includes instructional labs, classrooms, and offices.

The remainder of the campus, made up of smaller attractive modern buildings in well-landscaped settings, reflects the open operating style and spirit of UIS.

The campus is easily reached from Interstate 55. People coming from the north should take Exit 94 (Stevenson Drive) and follow the directional signs on Stevenson Drive to West Lake Drive and south to the campus. People arriving on I-55 from the south should take Exit 90 East (Toronto Road).

Off-campus Activity

For those students who find it difficult to attend classes at UIS' Springfield campus, there are several alternatives.

UIS has been serving the educational needs of the Peoria area for more than 15 years from the campus of Illinois Central College. Students can take a variety of program and elective courses, including those leading to the bachelor's degree in management. Academic minors are also available in accountancy, criminal justice, and management information systems. More than 900 students have completed bachelor's degrees through UIS' Peoria Center. Students wishing more information may contact the UIS Peoria Center at (309) 694-5546.

In Decatur, UIS offers limited coursework toward master's degrees in business administration and educational administration at Millikin University's Graduate Studies Center. However, these degrees cannot be completed without taking course work at UIS' main campus in Springfield. More information about UIS' Decatur option may be obtained from the UIS Office of Enrollment Services at (217) 206-6626 or from its off-campus instruction and outreach office at (217) 206-6784.

Telecourses are another important component of UIS' off-campus educational endeavors. The CONVOCOM network links the campus with educational institutions and public television stations serving Jacksonville, Springfield, Peoria, Macomb, Quincy, and the Quad Cities and affords students in these west central Illinois communities the opportunity to earn college credit at home. For more information, contact the UIS off-campus instruction and outreach office at (217) 206-6784.

UIS offers off-campus instruction using interactive compressed video technology to several sites in Illinois. Contact Media Services at 206-6550 for more information.

Further, in cooperation with the U of I campuses at Chicago and Urbana-Champaign, the campus is also developing the capability of offering on-line instruction via the Internet. Contact the Office of Technology-Enhanced Learning at 206-7477 for details, or visit the website at www.otel.uis.edu.

Two-Plus-Two

UIS' upper-division courses build on the associate in arts and associate in science degrees of lower-division institutions. In most cases, a baccalaureate degree can be achieved with only two additional years of college work (the two-plus-two concept), with no loss of credit earned in an associate degree program. Students with an associate in applied science degree who have not already completed minimal general edu-

cation requirements will be required to do so before graduation.

About one-third of the 22 bachelor's degree programs at UIS have no specific prerequisite course requirements for matriculation. The remaining degree programs do require certain courses, many of which the student may have taken during the first two years of college study. For these degree programs, checking the prerequisites early allows the student to plan the first two years to fit perfectly with the academic requirements of the last two. Transfer guides are available in the enrollment services office for all Illinois community colleges.

In addition, many UIS undergraduate degree programs have entered into articulation agreements with academic programs at community colleges. These agreements also make it easier for students to plan an entire four-year course of study while still enrolled as lower-division students.

Illinois Articulation Agreement

The University of Illinois at Springfield is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum between participating institutions. Completion of the transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. In addition, UIS is participating in the Illinois Baccalaureate Majors Recommendations when appropriate. IAI majors recommendations allow transfer of courses in a given major from participating institutions without loss of credit. See an academic adviser for additional information and read about the IAI on the World Wide Web at www.iTransfer.org.

Brookens Library

The Norris L Brookens Library is a teaching library. Library faculty provide individualized instruction, offer workshops for specific courses, and teach a two credit-hour course, UNI 401 Library Research Methods. A member of the library faculty is assigned to each degree program at UIS as a liaison in support of the program's particular information needs. Students are advised to become acquainted with the library faculty members who work with their major programs or areas of special interest. The information desk on level two is a focal point for information services supporting student course work.

Brookens Library supports the curricula at UIS with a collection of more than 515,000 volumes, 2,360 periodical subscriptions, 2,000 films and video tapes, 1,600,000 microforms, and state and federal government publications. Computer terminals connected to the statewide ILLINET Online system provide information about the holdings and availability of library materials both at UIS and in libraries throughout the state. Numerous information services are also available through library workstations; many, including electronic course reserves, are available from any web browser. Books and articles not held in the collection are accessible through interlibrary loan at no charge to students. The library also houses a Foundation Center that provides information to assist non-profit organizations in identifying funding sources.

Media Services, located on level one of Brookens Library, offers a wide range of services to the UIS community. Needs for instructional technology are addressed through the combined resources of the media lab, audiovisual operations, educational production, and the film/video library. The media lab also provides access to a variety of instructional equipment including multimedia workstations. AV operations support the use of classroom presentation equipment, including interactive compressed video technologies for distance learning. Educational production assists in producing multimedia

programs, and the film/video library plays an important role in instructional support with a collection that includes laser disks and CD-ROMs for classroom use.

Also on level one of Brookens Library is the UIS Archives and Special Collections unit, housing both UIS records and manuscript materials, and offering students the opportunity to conduct research using primary sources. Special resources include the campus' oral history collection, containing interview tapes and transcripts from more than 1,200 persons whose memories touch on important themes in the social, economic, and political history of the state. The UIS Archives and Special Collections unit is also the location of an Illinois Regional Archives Depository, collecting county and municipal records from 14 Illinois counties in support of research focusing on local history and genealogy.

Additional information on Brookens Library is available on the library web site: www.uis.edu/library/.

Sangamon Auditorium

Sangamon Auditorium, housed in the Public Affairs Center, is a modern 2,018-seat proscenium theater that hosts more than 120 music, theater, and dance performances annually. Many national touring companies appear on the auditorium stage, including recent performances by Harry Belafonte, Bob Dylan, BeauSoleil, Alvin Ailey American Dance Theater, Johnny Cash, the Lincoln Center Jazz Orchestra, Penn and Teller, and San Francisco Western Opera Theater. The auditorium hosts such Broadway shows as *A Chorus Line*, *Les Miserables*, *Evita*, *Cats*, *Joseph and the Amazing Technicolor Dreamcoat*, *The Who's TOMMY*, and *Jesus Christ Superstar*. Sangamon Auditorium is the performing home of the Illinois Symphony Orchestra and the Springfield Ballet Company.

In addition, the auditorium presents the "Class Acts" Youth Performing Arts Series, designed for students (K-12) during the school year within a 14-county area. This popular series presents a wide variety of performances exemplifying the series' theme, "Opening Young Minds to the Performing Arts."

All performances in the auditorium are open to the public with discounts for UIS students, series subscribers, Friends of Sangamon Auditorium members, senior citizens, and children. Any college or high school student with a current ID may purchase rush tickets to most auditorium-sponsored events at half-price the day of the show.

Tickets and information for all performances may be obtained by calling the auditorium ticket office at (217) 206-6160 or toll free at (800) 207-6960. The ticket office is open Monday through Friday, 10 a.m. to 5 p.m., and two hours before performances. MasterCard, VISA, and Discover are accepted.

Office of Campus Relations

The Office of Campus Relations is the primary source of information about the campus and the primary channel of communication between the campus and the public. In all of its activities, the office is responsible for creating positive images of the campus. This is particularly true with regard to public and media relations and recruitment advertising and marketing campaigns. The office coordinates news information for the campus, informing students, faculty, and staff about policies, programs, and activities. It also generates news releases and pursues other opportunities for news coverage of campus events by the print and broadcast media.

In addition, the office is charged with setting style and graphic design guidelines for the campus and developing and producing all official campus publications. They include the annual catalog, viewbook, prospectus, academic program recruitment materials, course schedules, speakers' bureau and media resource guides, faculty/staff

directory, campus style guide, UIS pocket facts brochure, and weekly campus newsletter.

Operation of the information desk on level one of the Public Affairs Center is also a function of this office.

Development Office

The Development Office assists in promoting and supporting high-quality educational efforts at UIS. It also represents the interests and programs of the U of I Foundation for this campus. The office seeks to provide financial support for needs that are not covered by tuition and state appropriations. Through the generous commitment of alumni and friends, support for such things as endowed scholarships and faculty development helps ensure that UIS accomplishes its educational priorities.

University of Illinois Alumni Association

The University of Illinois Alumni Association is the official link between the University of Illinois and its alumni. The association functions as an advocate for the University and the Springfield campus in keeping alumni and other interested parties abreast of current issues, events, and accomplishments. The association is also an advocate for alumni in expressing their opinions and preferences to the University. UIAA offers group travel programs, career services, special events, and more to members. The goal of the University of Illinois Alumni Association is to inspire lifelong loyalty and pride among alumni and friends by enhancing their continued relationship with the University.

Office of Continuing Education

The Office of Continuing Education, a public service unit within Academic Affairs, serves as the central place of contact, scheduling, and coordination for most noncredit activities at UIS. CE manages more than 1,000 events on campus annually including state and national teleconferences.

The staff is experienced in managing all aspects of conferences, seminars, workshops, institutes, and meetings, from initial planning to post-delivery evaluation. Staff work with faculty to develop public service activities and to assist them in hosting professional associations on or off campus.

Staff also work closely with student leaders and their advisers to ensure high quality support services for student-sponsored events held in the conference center or Studio Theatre.

UIS' Office of Continuing Education is a member of the Illinois Council on Continuing Higher Education and the University Continuing Education Association in Washington, D.C., and has been recognized by both organizations for award-winning programs.

To contact the Office of Continuing Education, call (217) 206-6073.

Public Affairs at UIS

Public Affairs Colloquia

One way in which students are encouraged to adopt a public affairs perspective is through a unique series of courses called public affairs colloquia (PACs). Each semester a number of different colloquia are offered, with several objectives in mind: to explore and cultivate an informed awareness of contemporary public issues; to investigate the formulation and implementation of public policy making and to realize its multidisciplinary

plinary consequences; to provide a wider understanding through an interdisciplinary approach to these issues; and to foster a sense of community through shared information and intellectual values of how racism, sexism, and/or class discrimination affect public issues and policy. There are no prerequisites for any of the colloquia. Descriptions are published each semester in the course schedule.

Besides this series of colloquia, most of the campus' public affairs activities are coordinated and administered through the College of Public Affairs and Administration.

Institute for Public Affairs

The Institute for Public Affairs coordinates campus research, training, and other public service activities. The institute houses the Springfield campus' major public affairs units: the Center for Legal Studies, the Graduate Public Service Internship Program, *Illinois Issues*, the Illinois Legislative Studies Center, the Office of Policy and Administrative Studies, the Publication Unit, the Survey Research Office, the UIS Television Office, and public radio station WUIS/WIPA. These units are coordinated by the institute's central office. The institute provides a broad range of services, including research design, grant proposal development, project management, conference coordination, and multimedia production. In addition to campus funding, support for the institute is provided by major grants from governmental agencies, foundations, and nonprofit organizations.

The institute and its research centers have a small permanent core of faculty with joint appointments in a center and in an academic program. Specific projects draw additional faculty who are temporarily assigned to a center or other unit in the institute. During their assignments to a project, all participating faculty have teaching and other academic obligations. This linkage brings faculty public affairs experience to the classroom, provides a flexible staffing pattern that matches relevant faculty expertise to public problems, and helps ensure maximum benefit for instructional programs.

Graduate assistantships in the institute provide students with unique opportunities to work with faculty and professional staff on research and public service projects.

The Central Office

The institute's central office serves as a point of contact for requests for institute consultation and services. It receives inquiries and requests for proposals and refers them to the appropriate institute units. Projects that do not fit within the mission of a specific unit or that involve more than one unit, and free-standing initiatives are administratively housed in the central office. The central office also provides administrative oversight and coordinates the activities of the other institute units.

Office of Policy and Administrative Studies

On July 1, 1998, the institute established a new Office of Policy and Administrative Studies. The office's mission is to help government entities develop and implement effective policies, programs, and services. OPAS' focus is primarily on state executive branch agencies. It complements the activities of the institute's Illinois Legislative Studies Center and Center for Legal Studies. Thus the IPA has research and service units for each branch of government – executive, legislative, and judicial.

When fully operational, OPAS will engage in activities in those areas where there is a match between agency needs and faculty and doctoral student interest and expertise. Areas of substantive focus may include information management, public finance and budgeting, human services delivery, environmental management, workforce and economic development, public management practices, and comparative state policy and administration. The work of the office will include policy development, program design

and evaluation, outcomes assessment, technical assistance, training and leadership development, public education, and public service. Products will include research reports, scholarly publications, books and monographs, advanced instructional materials and media, policy and public issues forums, conferences, and symposia.

Center for Legal Studies

The Center for Legal Studies focuses research and service efforts on state, regional, and national legal systems. Major areas of concern include criminal and juvenile justice, the courts and judiciary, alternatives to formal court processes, family and child welfare, and health policy and the law. The center's fundamental objective — to contribute to a better understanding and improvement of the legal system in ways accessible to scholars, policymakers, practitioners, and the general public— is accomplished through research and evaluation, public service, education, and technical assistance.

The center conducts a number of professional training programs for government agencies including, for example, the state-mandated training of all probation personnel and juvenile detention staff, and the required training for those involved with DUI court processing and evaluation.

The center's research and evaluation projects focus on issues related to the legal system in Illinois and throughout the nation, including legal processes, criminal and juvenile justice policy and practice, and historical and contemporary reviews of the legal system. Findings are disseminated through conferences, reports, books, articles in professional journals, and papers.

The center also provides technical assistance to government agencies, organizations, and the community across a wide range of content areas. Center staff and faculty are, for example, assisting in a labor market capacity building project, a child and youth care worker certification initiative, and an effort to revise a correctional classification system. Technical assistance in the development of evaluation methodology, preparation of rules and legislation, design of procedural manuals, and review of legal policy is also available to external entities.

The Center for Legal Studies works with academic programs and other institute units to develop opportunities for faculty and students to enhance their academic interests through research and experiential learning activities. Both graduate and undergraduate students can gain valuable experience by helping develop and implement many of these projects, most of which are externally funded.

Illinois Legislative Studies Center

The Illinois Legislative Studies Center's activities revolve around the Illinois General Assembly. The center coordinates experiential education, public service, and applied research in the legislative arena.

The center's most prominent educational activity is administering the Illinois General Assembly's Legislative Staff Internship program. This program recruits outstanding graduate students nationally and provides them an opportunity to serve with leadership or nonpartisan research agency staffs for 10¹/₂ months, beginning October 1 each year. Other educational components of the center are the private sector program, a variable-length, graduate-level experience that places interns in private associations that interact with the General Assembly, and the legislative applied study term for undergraduates.

Public service activities include sponsorship of conferences, forums, and training sessions for a wide variety of people, including international visitors, who are interested in the workings of the General Assembly. The center works closely with interest groups around the state and provides in-depth training for Illinois lobbyists. In addition, regular seminars examining the legislative process are held in Chicago and Springfield.

The center's applied research projects generally are directed toward the function and structure of the General Assembly and toward questions of public policy or legislative processes. These projects afford students and faculty the opportunity to study in the legislative setting, conduct research, and publish their findings.

Survey Research Office

The Survey Research Office offers a full range of survey research services and selected data management services to both campus units and outside clientele, specializing in services to governmental agencies and non-profit organizations.

Services offered include research design; questionnaire development; sampling design and selection; data collection activities; data input and coding; computer and statistical analysis; and services related to the presentation of results (written reports as well as graphic and oral presentations).

Data collection activities consist of mail, telephone, and personal interview surveys. Telephone surveys are conducted through computer-assisted telephone interviewing (CATI) by trained telephone interviewers. The office employs both students and extra help workers from the community.

Nearly all of the funding is generated through contracts with outside clientele. In the recent past, the office has served numerous state and city agencies and more than a dozen non-profit organizations. Projects have ranged from statewide surveys of the general public to surveys of specific populations (such as organization staff, program participants, customers, and patrons). The office also conducts the annual survey of alumni for the UIS campus and offers assistance with surveys and analysis to various campus units and personnel.

UIS Public Radio Station

WUIS/WIPA, the University of Illinois at Springfield's public radio station (91.9 FM), began broadcasting on January 3, 1975, and is affiliated with National Public Radio and Public Radio International. The broadcast schedule consists of news, public affairs, music (classical, jazz, folk, and bluegrass) and variety ("A Prairie Home Companion," "Whad 'Ya Know"). WUIS/WIPA is operated by a professional staff supplemented by faculty, student workers, and community volunteers. Financial support comes from both state and federal sources and from tax-deductible contributions from listeners and businesses. A quarterly newsletter is distributed to those who support the station through voluntary subscriptions.

The station provides the other 15 public radio stations in Illinois with daily news reports from the state capital via a satellite uplink, which is operated by WUIS/WIPA. The station also operates a reading service for visually and physically impaired individuals in central Illinois.

WUIS, whose primary facility is located on campus, provides listeners within an 80-mile radius with 24 hours of stereo broadcasting daily. WUIS' programming is repeated on WIPA in Pittsfield. This full-power facility at 89.3 FM serves 100,000 residents of western Illinois from Jacksonville to Quincy.

UIS Television Office

The UIS Television Office maintains a fully equipped television production facility on the lower level of the Public Affairs Center. Public affairs, documentary, and educational programs are produced by the TV Office.

The TV Office develops video products under contract with government and education agencies, non-profit organizations, and statewide associations to promote public awareness of important issues. The office also produces programs distributed through

the CONVOCOM system of public television stations and higher learning institutions.

Since 1985, the UIS Television Office has operated *ACCESS 4 Springfield* under contract with TCI Cablevision and the City of Springfield. This public access channel offers an alternative to mass media and a voice to groups and individuals who might otherwise not be heard. *ACCESS 4* provides valuable television production experience to UIS students who work under the guidance of the office's professional staff. Hundreds of local programs are produced through *ACCESS 4* each year.

Institute Publications

Illinois Issues is a monthly magazine of government and public affairs operating under the guidance of a distinguished advisory board representing many segments of Illinois. The magazine analyzes state issues in all fields as interests over business and labor, energy and environment, education and taxation collide in the Statehouse, the courts, the governor's office, and in local governments across Illinois.

Illinois Issues enlists academic scholars, journalists, and other experts to provide a provocative perspective on the people, problems, and processes of government in Illinois. The magazine also publishes the *Roster*, an annual directory of Illinois government officials.

First published in January 1975, the magazine's current circulation is approximately 6,000. Besides subscription income and contributions from individuals and Illinois businesses, the magazine is supported by grants and advertising revenues. Students may receive *Illinois Issues* at a reduced subscription rate.

The **Publication Unit** publishes books and provides editorial, production, and marketing support for institute projects. Recent books include the *Almanac of Illinois Politics*, *Illinois for Sale*, *Metro Chicago Political Atlas '97-'98*, and a second edition of *Mostly Good and Competent Men*. The unit also provides editorial and production support for the nationally circulated *Comparative State Politics*. *CSP* is a bimonthly journal for practitioners and scholars of state politics.

Graduate Public Service Internship Program

See the Graduate Financial Assistance section, p. 78. These scholarships are designated specifically for GPSI interns: the Nelson Howarth Scholarship (former mayor of Springfield) and the W. Williams Stevens Jr. Scholarship (former director of the GPSI program).

Springfield as Campus

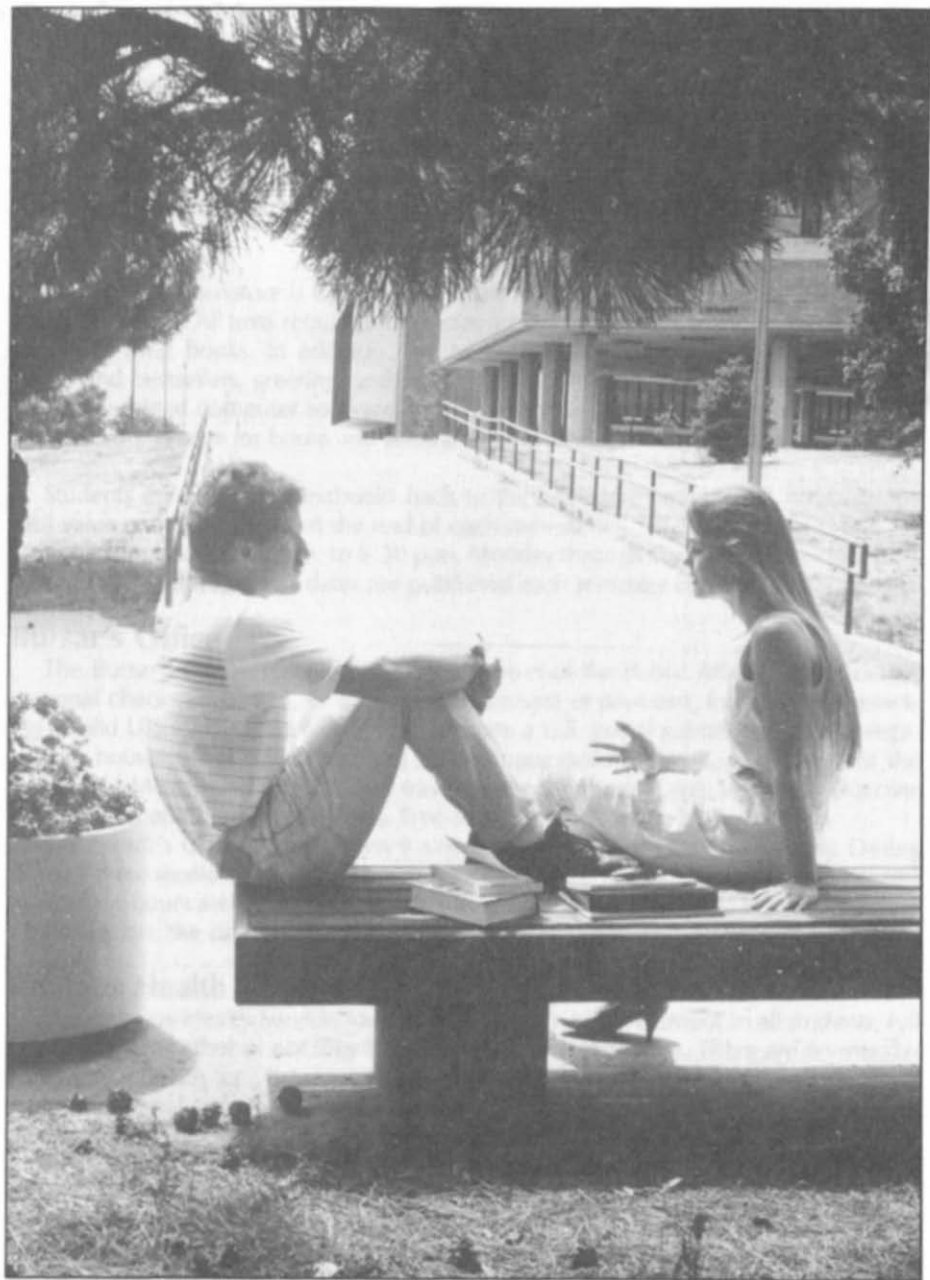
At UIS, the campus includes the community. Academic programs are structured to make maximum use of the capital city's resources, particularly state and federal agencies that provide internship, experiential, and research opportunities. Students have access to the deliberations of the General Assembly and to committee hearings where the state's legislative policies are debated. Legislators and other elected officials, lobbyists, agency heads, and commissioners are a vital part of the Springfield scene and comprise an incomparable human resource. Politics in all forms can be studied in Springfield, from the day-to-day functioning of regulatory commissions, legislative committees, or local government bodies to special interest groups demonstrating on the Statehouse lawn.

Programs in the health field capitalize on downstate Illinois' largest medical center, including Southern Illinois University College of Medicine, three hospitals, and many physicians and nursing homes.

Community resources, such as Sangamon and Menard counties' rich collection of

historic sites and museums, offer students in the humanities opportunities for study and research. Specialized libraries supplement these community-based learning opportunities. Available to students, these resources include the Illinois State Library, the Illinois State Archives, the Illinois State Historical Library, the Supreme Court Library, and the SIU Medical Library. Springfield also hosts three additional institutions of higher education: Lincoln Land Community College, Springfield College in Illinois, and Robert Morris College.

Known as the Prairie Capital, Springfield derives much of its character from its location in Illinois' rural heartland. Yet, located less than 100 miles from St. Louis and less than 200 miles from Chicago, the city also offers area residents convenient access to the cultural and commercial life of these large urban centers. Major employers in the area are city, county, state, and federal governments; health care delivery systems; insurance companies; and other service industries.



the program, special services include consultations concerning health insurance, flu and tetanus and recommended immunization for foreign travel. Inquiries can be obtained at a low cost for those requesting it. Laboratory tests, including blood hepatitis and are payable by the student or the student's dependents.

Health resources such as first-aid, health education, clinics and health care centers are also available. The health center is located in the Student Life building at various locations.

Student Life



Student Life

Student life at the University of Illinois at Springfield is both stimulating and comfortable. Intramural athletics, a number of active student organizations, and regularly scheduled cultural attractions broaden campus life. Support services, ranging from housing to health care to computer labs, make student life at UIS as convenient as possible. All services and activities are available to full- and part-time students.

Bookstore

Follett's UIS Bookstore is located just off the cafeteria on the lower level of the Public Affairs Center. All texts required for classes are available in the store, including a large supply of used books. In addition, the bookstore carries school supplies, reference books and bestsellers, greeting cards, gift items, and UIS clothing. A selection of academically priced computer software and computer accessories is available. There is a special order service for books and software not in stock. Gift certificates are also available.

Students may sell their textbooks back to the bookstore year-round; however, the best value can be obtained at the end of each semester.

Bookstore hours are 9 a.m. to 6:30 p.m. Monday through Thursday, 9 a.m. to 3 p.m. Friday. Extended hours and dates are published each semester in the course schedule.

Bursar's Office

The Bursar's Office, located on the lower level of the Public Affairs Center, cashes personal checks up to \$25, or \$25 over the amount of payment, for students presenting a valid UIS ID card. The office also operates a U.S. postal substation; collects registration, housing, and other fees; and sells campus parking decals, bus passes for the Springfield Mass Transit District, and travelers checks. MasterCard, VISA, and Discover cards are accepted for all payments. Free notary public service is available.

The Bursar's Office is open from 9 a.m. to 5 p.m., Monday through Friday. During the first three weeks of fall and spring semesters and the first two weeks of summer session, office hours are extended to 6 p.m., Monday through Thursday. When classes are not in session, the office closes at 5 p.m.

Campus Health Service

The Campus Health Service, located in A 20, provides treatment to all students, full or part time, whether or not they have student health insurance. There are no mandatory student health fees, however, user fees are charged for some of the services. These fees are minimal and students are informed about them before the service is rendered. Nurse or physician visits and many services are provided without charge.

Services provided include treatment for minor injuries and acute illnesses. Physical examinations are performed for all UIS athletes and for students who are required to have them for work, school, etc.

Birth control, pelvic examinations and pap smears, referral for problem pregnancies, required immunizations, and individualized weight control programs are also part of the program. Special services include consultations concerning health recommendations and required and recommended immunizations for foreign travel. Hepatitis B vaccine can be obtained at a low cost for those requesting it. Laboratory tests are done at local hospitals and are payable by the student or the student's insurance plan.

Health resources such as literature, health web sites, videos and books, and a self-care cold center are also available in the clinic. Information pamphlets are supplied on racks at various locations on campus.

A registered nurse is available by appointment during Health Service hours, which are 8:30 a.m. to 5 p.m., Monday through Friday, except when the campus is officially closed. Physicians see students by appointment only three to six hours a week. Please call (217) 206-6676 for an appointment.

For UIS student insurance purposes, referrals are made to other physicians and medical services only when the Campus Health Service Clinic cannot provide treatment.

ALL CARE IS COMPLETELY CONFIDENTIAL. Access to medical records is provided by written consent of the student and as required by law.

Campus Police Department

Because UIS is committed to making the campus as safe as possible, round-the-clock assistance is provided for students, faculty, staff, and visitors by the Campus Police Department. The Campus Police Department is located on the north side of campus and east of parking lot C. Emergencies such as a crime in progress, a fire, or a medical emergency, should be reported to the department immediately. All suspicious persons or activities should also be reported to the Campus Police Department immediately.

Career Services/Placement Office

The Career Services/Placement Office assists students in career planning and provides resources to assist with career placement. Students are encouraged to use these services early in their academic programs to ensure their career planning decisions and options can be effectively implemented.

Career planning assists students in developing an understanding of themselves and the world of work, and then facilitates use of this knowledge so that effective career decisions can be made. This career planning process is carried out through individual career counseling, workshops, and special interest programming.

Throughout the academic year, career services and placement supports students' efforts by providing career fairs, sponsoring on-campus recruitment schedules, offering resume writing and job search workshops, and maintaining a video and career information library. Recruitment literature on various businesses, social service agencies, school districts, government organizations, and graduate schools is available.

Graduate school information, including announcement and registration materials for standard tests such as the GRE, GMAT, and LSAT, is available in the office. The office also provides information on and administers the CLEP examination.

The office is located in Building F, room 50. To schedule an appointment for individualized career counseling call 206-6508. All students are encouraged to visit the office and explore the resources.

Center for Teaching and Learning

The Center for teaching and learning was established to "...support campus efforts to develop faculty members as teachers, particularly in terms of developing each student's potential." The CTL has three main divisions: academic support, assessment, and the Office of Technology Enhanced Learning (OTEL). For general information and appointments, call (217) 206-6503, visit the CTL on campus at Brookens 460, or connect to the CTL website at www.uis.edu/~ctl.

Academic Support - (Monday through Thursday 8:30 a.m.-7 p.m.; Friday, 8:30 a.m.-5 p.m./phone (217) 206-6503/Brookens 460)

Student academic support provides students with assistance in writing, mathematics, accounting, and computing, and coordinates tutoring in other disciplines. CTL faculty and graduate assistants work with students individually or in groups, concentrating on helping students to become independent learners. CTL faculty also offer reading and study skills courses for students who wish to improve their basic academic skills.

Academic support is also the site for testing and assistance in English as a Second Language (ESL).

Faculty/instructional development programs include: confidential, formative teacher-course evaluation; classroom assessment; assistance with grant writing and research involving teaching and learning; instructional design, development, and evaluation; and general instructional technology support.

Technology Training offers faculty, staff, and graduate assistants training and assistance in the use of software provided through campus computer services. For training schedules or assistance, call (217) 206-7450.

Assessment – (Monday through Friday 9 a.m.-5 p.m./phone (217) 206-7125/Brookens 460)

The Assessment Office coordinates all entry/exit, baccalaureate, and special assessment activities for the campus, serving students, faculty, and programs. The office collects, analyzes, and reports data in order to assist other campus units or groups in making program, policy, or institutional decisions.

The Office of Technology Enhanced Learning – (Monday through Friday 8:30 a.m.-5 p.m./phone (217) 206-7317/Health and Sciences Building, room 316)

OTEL directly supports faculty in the use of Internet and related/developing technologies for the support or delivery of instruction. Faculty receive assistance in the design, development, and production of course materials and are encouraged to submit proposals for stipends supporting course development. OTEL also assists other campus units in the development and use of web resources and works closely with the technology training component of the academic support division. OTEL has its own website at otel.uis.edu or visit the CTL website above.

Child Care Center

Care is provided at the campus Child Care Center for children aged 2 to 12. Considered one of the best child care facilities in the community, the center offers a varied program designed to address the needs of each child.

The center is open from 7:30 a.m. to 10:30 p.m., Monday through Thursday; 7:30 a.m. to 5:30 p.m. on Friday. Further information and a current fee schedule are available at the center or at the Student Life Office.

Computer Services

Students and faculty use the UIS Computing Center for instructional and research activities. The center consists of a computer laboratory located in the Health and Sciences Building and four computerized classrooms. A local area network provides users with access to a wide variety of Windows software, a UNIX minicomputer, and Internet.

The center is open Monday through Thursday, 8 a.m. to 1 a.m.; Friday, 8 a.m. to 10 p.m.; Saturday, 9 a.m. to 5 p.m.; and Sunday, 2 p.m. to 10:30 p.m. Additionally, students living in the campus housing complex can use their own personal computers to access the local area network through network interfaces.

Counseling Center

The Counseling Center provides confidential counseling services that assist students, staff, and faculty in dealing with personal issues such as depression, anxiety, relationship concerns, sexual abuse, sexual assault, assertiveness, procrastination, and other personal concerns.

The Counseling Center staff includes trained professionals qualified to provide psychological services to individuals, couples, families, and groups. In addition, the center offers workshops on topics such as stress management, conflict resolution, test anxiety,

time management, acquaintance rape, substance abuse, grief and loss, holiday depression, and fear of public speaking.

To schedule an appointment with a counselor, call 206-7122 or stop by the Counseling Center, Building F, room 30.

Cultural Activities

The University of Illinois at Springfield, Lincoln Land Community College, and Springfield College in Illinois, as well as various community groups, all offer a variety of cultural attractions. Throughout the year, dramatic, dance, and musical productions are presented for the public's enjoyment. A variety of productions are offered in the Sangamon Auditorium, located at UIS.

Musical groups appear frequently at UIS and LLCC. Both campuses also regularly hold student art exhibits. Other activities supported by UIS student activity fees provide social and recreational opportunities on campus. UIS and Lincoln Land student ID cards provide free or reduced rate admission to activities offered by either institution.

The city's interest in the arts is evident. The Springfield Art Association, the Illinois State Museum's art gallery, and the annual Old Capitol Art Fair expose area residents to a rich and varied view of the visual arts. A number of theatrical groups are active in the community and present regular productions, including plays geared specifically for children. Springfield also has its own symphony orchestra and ballet company.

Office of Disability Services

The Office of Disability Services provides academic support to qualified individuals with a documented disability. Documentation must adequately verify the nature and extent of the disability in accordance with current professional standards and techniques, and must clearly substantiate the need for the student's specific accommodation requests. Services may include readers, peer notetakers, alternate test formats, text on tape, typists, adaptive technology, general advocacy, and referral services. The office is located in E 11 and is open from 8:30 a.m. to 5 p.m. Monday through Friday. For more information call 206-6666.

Food Service

The main food service area is located in the Public Affairs Center, where a cafeteria, restaurant, and catering services are available. The cafeteria in the PAC features selections from a hot-food line, salad bar, dessert and beverage counters, and a grill area. Three meals are served daily, Monday through Thursday, during the fall and spring semesters. On Friday and during the summer term, only breakfast and lunch are served.

The restaurant is open before most performances held in Sangamon Auditorium. The restaurant area, as well as a dozen other rooms, are available for conferences, receptions, and meetings throughout the year.

Housing

On-campus living complements and enhances the academic experience at UIS. The unique living environment enjoyed by on-campus residents combines the privacy of apartment living with the warm sociability and convenience of an academic residential community.

UIS' housing complex includes 18 one-bedroom, 52 two-bedroom, and 56 four-bedroom units and a Commons Building. In addition, a new single student complex consisting of 20 four-bedroom townhouses is scheduled to open in fall 1999. Single students as well as students with families are housed on campus. Several apartments are specially designed and equipped for students whose mobility is impaired.

Single students are housed in furnished apartments, where both private and shared

bedroom assignments are available. Married students and students with families are assigned to one- or two-bedroom apartments that may be furnished or unfurnished. The number of these family units is limited and the maximum family size that can be accommodated is four persons. Rental costs vary according to the type of accommodation.

For students with families, the Cox Children's Center provides day care, after-school care, and evening care for children ages 2 and older. School age children attend the highly regarded Ball-Chatham schools, and regular school bus transportation is available for children living in on-campus housing.

Housing assignments are based on the date that a completed application is received. Full information and application materials may be obtained by contacting the UIS Housing Office at (217) 206-6190.

The UIS Housing Office also maintains information on off-campus accommodations. Staff will assist students in searching for off-campus housing, but students are responsible for arranging their own accommodations in the surrounding community.

ID Cards

The *i-card* is the student identification card for the University of Illinois at Springfield. The *i-card* is a permanent, multifunction photo ID card that combines traditional ID functions with banking and other services.

The *i-card* is required to check out books and other materials from the library or to use the gymnasium and fitness center and academic computing labs, and it may also be used to secure ticket discounts and/or admission to UIS-sponsored events. A "value added" stripe allows the card to be used for laser printing in the academic computing labs, and to use most campus photocopy machines at discounted rates.

In addition, students may choose to activate banking/financial services and long distance calling card services on their *i-cards*. Financial services (available through National City Bank) allow the card to be used as an ATM card and point of sale debit card. National City Bank also provides a special credit card program for students activating financial services through their *i-card*. Calling card services are provided through MCI Telecommunications.

There is no charge for the initial *i-card*, though there is a fee to replace a lost card. Cards are issued at the ID Center located in Building E.

Inter-Club Council Board

The Inter-Club Council Board is a standing committee of the Student Government Association which coordinates and supports the numerous registered student clubs and organizations on campus. The board is composed of representatives from all of the clubs and organizations, and coordinates club activities and administers the special activity grant program which provides funding support for club activities which benefit the entire student population. For more information contact the Office of Student Life in E 22 or call 206-6665.

International Student Services

The Office of International Student Services is committed to meeting the special needs and interests of all students from foreign countries. Activities and assistance are designed to promote a successful educational experience for international students at the University of Illinois at Springfield and to foster intercultural awareness and cooperation on campus and in the larger community.

Services include:

- Orientation to American culture, the campus, and the community
- Assistance in academic, financial, governmental, institutional, and personal problem solving

- Social, cultural, and educational programming
- Host family program

ISS serves as an advocate and resource for international students within UIS and the community setting and with domestic and foreign government entities. The office publishes a monthly newsletter to update students on U.S. Immigration regulations and to keep them informed of upcoming activities – things to know and things to do.

Highlighting international student activities on campus is the annual International Celebration, which brings students and the community together to learn about and celebrate multiculturalism, diversity, and international connectedness.

International Student Services is located in Building J and is open from 8:30 a.m. to 5 p.m., Monday through Friday; phone (217) 206-6678. E-mail: iss@eagle.uis.edu; url: www.uis.edu/~iss/main.html.

Office of Minority Student Affairs

The Office of Minority Student Affairs assists in meeting the educational, personal, social, and cultural needs of minority students by organizing support activities (workshops, seminars, and socials) that motivate students toward self-affirmation and community involvement. This is accomplished through the office's involvement with all units of the campus, in addition to its links with outside groups and organizations, as they relate to minority students. Information concerning minority organizations, both on and off campus, as well as minority businesses, churches, and community services, may be obtained through the office. The office also publishes a monthly newsletter, *The Common Bond*, which serves as an outlet for students, faculty, and staff. The newsletter includes articles, announcements, and information on events in the Springfield community.

The office is located in Building J, room 161, and is open from 9 a.m. to 5:30 p.m., Monday through Friday (later by appointment). For additional information, call the Office of Minority Student Affairs at (217) 206-6333, or toll free (800) 252-8533.

Parking

Full-time and part-time students, faculty, and staff who use the campus parking lots are required to purchase parking decals and display them on their vehicles. Decals are sold at the Bursar's Office. Individuals may purchase two decals without presenting vehicle ownership information. Persons needing decals for more than two vehicles must present a valid and current vehicle registration card for each additional vehicle.

Recreation and Athletics

The intercollegiate recreation and athletics program at UIS is designed to meet the needs of three distinct groups of students: those who want to develop lifelong recreational interests, those who enjoy recreational competition for both teams and individuals and, in a few areas, those who desire competition at an intercollegiate level.

For the first and largest group, the program provides opportunities to engage in campus activities informally. Activities in the Student Center's game room bring together students who share a common interest in such pastimes as table tennis, billiards, pool, or foosball. More active students can play a few sets of tennis on one of the campus four courts or take advantage of the campus gymnasium, also located in the Student Center, which is available for aerobics, basketball, volleyball, and badminton. Group activities include ski trips, canoe trips, sailing, and other recreational excursions.

For those who enjoy more structured recreational activities, UIS sponsors intramural leagues in softball, basketball, and flag football. Tournaments in sports such as co-ed

volleyball, tennis, table tennis, pool, and billiards are also conducted throughout the year.

The campus, a member of the National Association of Intercollegiate Athletics (NAIA), competes in several sports, including men's soccer, men's and women's tennis, women's volleyball, and women's basketball. Last year, the men's tennis, men's soccer, and women's basketball teams won their respective NAIA state and regional championships and advanced to NAIA national tournaments. The Prairie Stars men's soccer team won the national championship three times – in 1986, 1988, and 1993.

Nearby Lake Springfield offers two public beaches, fishing facilities, public boat launching docks, parks and picnic areas, and a children's zoo. One public golf course is located near the lake, with four others scattered around the city. The Abraham Lincoln Memorial Garden, located on the lake shore, features nature trails that wind through 60 acres of trees, shrubs, and flowers native to the Midwest of Lincoln's time.

Student Activities Committee

The Student Activities Committee is a standing committee of the Student Government Association which provides social, recreational, and cultural activities to enhance student life on campus. Events which have become part of the UIS tradition include Welcome Week, Homecoming, Springfest, and the annual graduation celebration. SAC also hosts a variety of other activities including comedy nights, casino night, and the annual Halloween party. Students are encouraged to take an active role in supporting these and other events. For more information contact the Office of Student Life in E 22 or call 206-6665.

Student Government Association

The Student Government Association is an integral part of the campus governance structure, and is a primary conduit for student input and advice regarding campus policy and procedure. The SGA appoints students to a variety of campus-wide committees, and maintains several standing committees of its own. Among the standing committees are the Inter-Club Council Board, which coordinates the registered student clubs and provides supplementary funding through the special activity grant program; and the Student Activities Committee, which is the primary student activity programming body.

The SGA consists of six officers (including the president and the student representative to the Board of Trustees), and 15 student senators. Elections are held each fall and spring. For more information about the SGA or any of its programs, stop by the Student Life office in Building E, room 22, or call 206-7712.

Student Health Insurance

Each full-time (12 hours or more) student is assessed a fee for group health and accident insurance unless the student shows proof of equivalent coverage by signing a Student Insurance Waiver form. For the insurance fee to be waived, Student Insurance Waiver forms must be filed with the Department of Human Resources NO LATER THAN the deadline published each semester in the course schedule. Peoria students are not assessed a fee for insurance unless all or a portion of their course load includes classes on the Springfield campus.

Part-time (6 to 11 hours) students are also eligible to participate in the insurance program by completing an enrollment form and paying the required insurance fee. Applications are available at the Department of Human Resources or the bursar's office. Established deadlines to enroll in the student insurance program are published each semester in the course schedule. UIS-insured students may purchase identical coverage for dependents.

Students insured during the spring semester may continue coverage for themselves and their dependents through the following summer even if they are not enrolled during the summer term. (To ensure summer coverage, students must make application and pay the required premium before the last day of spring semester. Applications are available at the Department of Human Resources or the bursar's office.)

Any student withdrawing from school or dropping to part-time (11 hours or less) status during the semester for which coverage was purchased (usually the first 10 days) shall not be covered under the policy and a full refund of the premium will be made. Students dropping or withdrawing later than 10 days after the beginning of the semester will remain covered under the policy for the full period for which the premium has been paid and no refund will be available. Additional information regarding the student insurance policy may be obtained by contacting the Department of Human Resources at 206-6652.

Office of Student Life

The Office of Student Life located in Building E, room 22, coordinates and supports a wide variety of extra-curricular programs and services for students. These include advising the Student Government Association and its associated groups, registration and support services for student clubs and organizations, oversight for the Office of Disability Services, and administration of the Student Code of Conduct (student discipline and grievance processes). The office also provides a variety of student leadership, development, and activities programs. Students who are interested in being active and involved in on-campus activities are encouraged to visit the office.

Transportation

The Springfield Mass Transit District provides bus transportation between the Springfield downtown area and the campus between 8 a.m. and 6 p.m., Monday through Friday; limited service is available on Saturdays. Students may ride the bus between UIS and Lincoln Land Community College at no cost. Discount passes are available at the Bursar's Office. Schedules and additional information are available from the bursar's office as well as the Student Life Office in the Student Center, Building D/E.

Women's Center

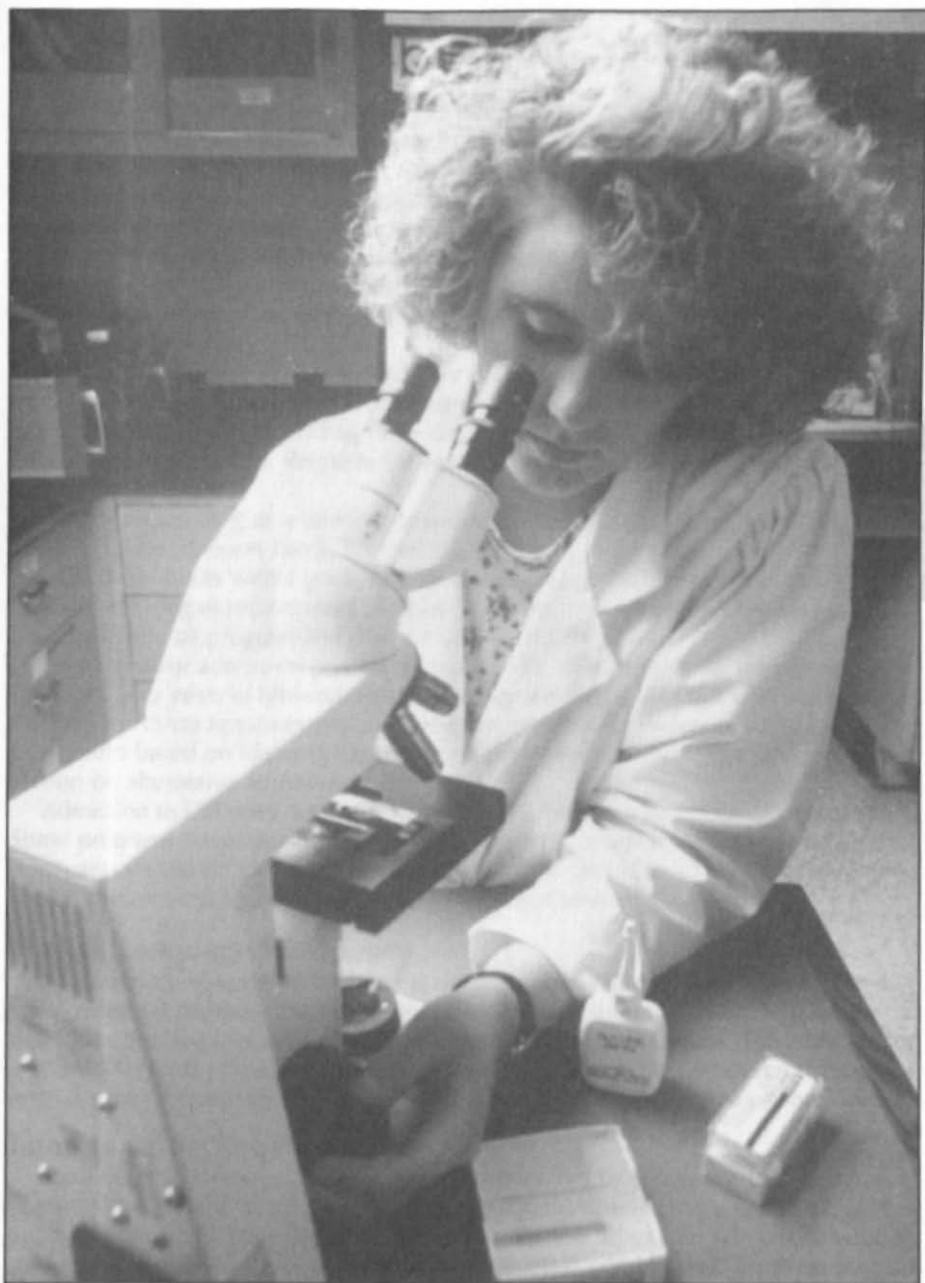
The Women's Center at the University of Illinois at Springfield promotes and supports women students, staff, and faculty. The center is a place to drop in and relax as well as a source of information and referrals. The center offers videos, magazines, and resource files on a wide variety of topics. Referrals to campus and community services are made in a safe and confidential environment.

The Women's Center sponsors events which support women's academic, cultural, and personal needs. Past events have included Women's Rights Are Human Rights: An International Symposium; The Politics of Women's Health Care; Celebrating Women and Art; and the annual Take Our Daughters to Work Day. The center also sponsors brown bag lunch presentations, videos, and delegations to conferences.

Education and creating an awareness of women's special safety needs is an important function of the Women's Center. The center has presented staff training on sexual assault and domestic violence, the Whistle Stop program, and the Clothesline Project. The center houses comprehensive collections of brochures and resource information on such topics as acquaintance rape, domestic violence, and sexual assault.

The center works with the Women's Issues Caucus, a UIS student group, and in community coalitions such as Take Back the Night. The center also administers Central Illinois Women's Action (CIWA) e-mail network which shares news, postings, and events.

The Women's Center is located in Building F. For more information, call 206-7173.



Undergraduate Studies

Undergraduate Admission

The University of Illinois at Springfield offers several admission options.

Applicants with 45 or more semester hours and a cumulative grade-point average of 2.00 or higher on a 4.00 scale from any regionally accredited institution of higher education may be admitted. These applicants are encouraged to have completed the 39 hours of required general education courses prior to admission to the University of Illinois at Springfield, but they must have completed three semester hours of English composition as the minimum requirement for admission. (See general education requirements below.) Remedial or developmental courses are not applicable to admission requirements.

Graduates of regionally accredited Illinois community colleges holding an associate of arts or associate of science transfer degree are admitted as juniors. Graduates of Illinois community colleges holding these degrees are considered to have met all general education requirements. Requests for exceptions should be directed to the Office of Enrollment Services.

Advanced standing as a senior is provided to students transferring with 30 semester hours of upper-division credit beyond the 60 hours required for junior status. Only transfer credit hours with a grade of C or better are acceptable for advanced standing. Students entering as seniors must complete a minimum of 30 semester hours at UIS and must complete all program and campus degree requirements.

An alternative admission process is available for mature students who have a minimum of 12-15 years of life/work experience beyond high school but who have not met the lower-division requirements. This program provides for waiver of some lower-division credits based on life/work experience to provide admission to the junior year. (See section on alternative admission.)

Admission to UIS does not constitute matriculation into a particular degree program. Some programs have special entrance requirements; others have limited enrollments. Applicants should check program descriptions in this catalog to learn of special requirements, prerequisite course work, and/or enrollment limits.

English Language Proficiency

All students whose native language is not English are required to take an English proficiency test on campus. Test results do not affect admission to UIS but will be used to determine the need for an English as a Second Language (ESL) class. This examination is waived ONLY for those individuals with a U.S. education (an associate of arts or science degree or those who demonstrate a solid preparation in an area of liberal arts).

Immunization Requirement

Students born January 1, 1957, or after, are required by Illinois law to provide proof of immunization against measles, mumps, rubella, diphtheria, and tetanus. All international students must have documentation of a negative tuberculin skin test (if positive, student must provide proof of a negative chest x-ray) administered no more than six months before registration. International students who have been treated for tuberculosis disease or infection must bring medical records with them. All medical records must be accompanied by a certified English translation. This documentation must be submitted before a student's first registration at UIS. The purpose of this requirement is to prevent the introduction and spread of vaccine-preventable diseases among students and the surrounding community.

Students are exempt from this requirement if they were born before 1957, are taking classes outside Sangamon County, or are enrolled for less than six semester hours

during the fall and spring semesters, or less than two hours during summer. Students may request an exemption based on religious grounds by providing documentation to that effect. Medical exemptions require documentation by a physician describing what the contraindication is and the date the exemption is expected to end.

Immunization forms must be complete and on file in Campus Health Service before 5 p.m. on the 10th day of the semester to avoid a **non-refundable** processing fee of \$25. Students not in compliance by registration for their second semester at UIS will not be allowed to register until the required immunization information has been completed and submitted. Questions concerning this policy should be directed to the Campus Health Service, 206-6676.

General Education Requirements

ENGLISH COMPOSITION IS THE ONE GENERAL EDUCATION REQUIREMENT THAT MUST BE MET BEFORE ADMISSION TO UIS. All students without an associate in arts or associate in science transfer degree from an Illinois community college must satisfy the general education requirements at UIS if these were not completed elsewhere. Students are encouraged to complete the general education requirements before admission to UIS to avoid extending the time needed to complete their degrees.

Students must successfully complete the following general education requirements:

English (two courses, one of which is in composition)	At least 6 semester hours
Humanities (two courses)	At least 6 semester hours
Social Science (two courses)	At least 6 semester hours
Math (one course)	At least 3 semester hours
Science (two courses, one with lab)	At least 6 semester hours
General education electives (additional courses from any of the above areas)	At least 12 semester hours

Campus Residency Requirement (minimum UIS hours)

To receive a bachelor's degree from the University of Illinois at Springfield, students transferring with upper-division credit must earn a minimum of 30 semester hours at UIS, 12 of which must satisfy campus requirements in the areas of public affairs colloquia, liberal studies colloquia, and applied study. They must also fulfill all specific requirements of the chosen degree program.

Alternative Admission Opportunity

It is possible for a student to be considered for admission to a bachelor's degree program at the junior level. This program is intended for the mature student who seeks junior status and has had extensive life learning that may be considered in lieu of the traditional classroom learning during the freshman and sophomore years. Applicants are expected to have a minimum of 12-15 years of experience beyond high school. The admissions committee provides an individual assessment of each applicant's eligibility based on (1) a written narrative providing a review of learning through life experience; (2) three letters of recommendation that reinforce the demonstrated skills, work experiences, and other learning experiences; and (3) demonstration of competency in the areas of general education plus 12 elective hours of general education by either completing the required courses in general education or through appropriate performance on the College Level Examination Program (CLEP) tests. Applicants must also submit official transcripts from any college or university where credit was earned. Applicants will be expected to participate in undergraduate assessment activities. Interested persons should contact a UIS admissions counselor for additional information.

Non-degree Seeking Students

Persons who are not seeking a degree from UIS may enroll for courses at the University of Illinois at Springfield as non-degree students. Non-degree students normally take one class per semester and are asked to define their educational goals before exceeding 16 semester hours as undergraduates.

Students who choose to become degree candidates must complete regular admissions procedures, including acceptance into a degree program. When formal admission is granted, students are encouraged to petition the relevant academic program for acceptance of course work taken as a non-degree student. Credit taken as a non-degree student may or may not apply toward graduation requirements, according to the decision of the program.

Students who want to continue taking courses beyond the 16-semester-hour limit as non-degree seeking students may do so with the understanding that these courses may not count toward a degree later without academic program approval. A non-degree declaration form must be on file for the student to continue enrollment.

Admission for International Students

The campus seeks to maintain a cosmopolitan atmosphere consistent with its focus on literacy, public affairs, problem solving, and lifelong learning. To that end, the University of Illinois at Springfield admits international students whose academic preparation is equivalent to at least 45 semester hours of U.S. college-level credit and whose educational and personal goals indicate they will be successful in completing the UIS curriculum.

For undergraduate admission, an international student must have completed the equivalent of 45 semester hours of C average college or university work. If the previous course of study did not include the general education requirements (see p. 33), those courses may become part of the graduation requirements for a University of Illinois at Springfield degree. If they must be taken at UIS, these general education requirements may extend the credit hours required for the bachelor's degree.

International students who need to satisfy the English composition requirement must take UNI 490 Writing/Speaking for International Students during their first term of attendance. This course will not count toward the UIS degree.

Applicants should refer to their intended degree program section of this catalog to determine if that program has special requirements for admission.

Applicants applying from abroad whose native language is not English must submit official international TOEFL scores. A score of not less than 500 will fulfill the English proficiency requirement for undergraduate admission.* All students whose native language is not English are required to take an English proficiency test on campus the week before registration. Test results do not affect admission to UIS but will be used to determine the need for an English as a Second Language (ESL) class. Applicants who have earned an associate's degree in the United States with a GPA of 2.00 or better on a 4.00 scale are not required to submit international TOEFL scores.

For maximum consideration, foreign student applications should be received by the following dates: fall semester – June 1, spring semester – November 1, summer session – April 1.

For further information, contact the Office of Enrollment Services, 206-6626.

*Applicants who fail to meet the English language requirement may enroll at an ESL Language Center. Proficiency certification by ESL meets the English language requirement for admission.

Senior Learners

Two programs designed especially for senior learners are available at UIS.

NON-DEGREE CREDIT. The senior learner program is open to all persons who have reached their 62nd birthday by the relevant registration day. Senior learners may audit courses of special interest and may enjoy campus library privileges for the fee of \$10 per term, plus parking fees. The senior learner program does not offer academic credit and does not require graded tests or papers. To register, contact the Office of Enrollment Services.

DEGREE CREDIT. A tuition waiver program is available for persons 65 or older with incomes of less than \$12,000 per year. This program allows persons to earn undergraduate or graduate credit by paying only UIS fees, with the tuition being waived. Regular class expectations must be met for academic credit. This program must be arranged through the financial assistance office.

Bachelor's Degree Requirements

Statement of Purpose

A student with a bachelor's degree should be able to comprehend written and spoken communications – from simple narrative to scholarly exposition, novels, and poetry – and should be able to use and apply abstractions, principles, ideas, or theories to concrete situations. Content as well as form is important to a baccalaureate education. The student should have broad familiarity with the social sciences, humanities, sciences, mathematics, and English. In addition, University of Illinois at Springfield mandates a special understanding of public affairs in the broadest and most humanistic sense.

The student receiving a bachelor's degree will –

1. Be able to recognize significant terminology, facts, theories, issues, findings, abstractions, universals, principles, and generalizations within a discipline; as well as have a familiarity with ways of organizing, studying, judging, and criticizing relevant knowledge in a chosen field, including methods of inquiry, patterns of organization, and standards of judgment;
2. Be able to use the relevant knowledge within a discipline, through reading, interpreting, and evaluating the appropriate literature, analyzing data, understanding implications, and formulating and defending conclusions; and
3. Demonstrate a mastery of appropriate skills within a chosen discipline and an ability to apply such knowledge and skills, and demonstrate an ability to apply abstractions in concrete situations.

General Requirements: Bachelor's Degree

To earn a bachelor's degree from the University of Illinois at Springfield, a student must fulfill the following requirements:

- Earn 60 semester hours of credit at the upper-division level, for a minimum total of 120 semester hours.
- Earn a minimum of 30 semester hours credit in residence at UIS.
- Satisfy general education requirements (see p. 33).
- Satisfy UIS requirements regarding public affairs colloquia, liberal studies colloquia, and applied study term of at least 12 semester hours.
- Complete an entry assessment before the midpoint of his or her first semester.
- Complete exit assessment before the midpoint of his or her last semester.
- Receive certification of adequacy in communication skills from the program con-

ferring the bachelor's degree.

- Complete course work with a cumulative UIS grade-point average of at least 2.00.
- Complete successfully the Illinois and United States constitution examinations to satisfy the requirements of Illinois School Code Sec. 27-3. (Must be completed only once at the collegiate level.)
- Fulfill all academic program requirements.
- Complete the graduation contract.
- Pay a graduation fee of \$20 (subject to change).

Undergraduate Assessment Requirement

General

All incoming undergraduate students are required by the Illinois Board of Higher Education to participate in an entry- and exit-level assessment process during their first and last semesters of attendance. The assessment process at UIS is designed to ease the transition of new students to baccalaureate education. Incoming undergraduates, as well as those exiting, will be assessed on their mastery of skills in reading, writing, quantitative reasoning, critical thinking, and UIS requirements. The intent of entry assessment is to provide students with enough information about their learning skills so that they may plan, with the assistance of their academic advisers, a program to help them achieve their academic goals. Students are encouraged to begin the assessment process before their first semester of enrollment at UIS; however, they must sign up for a testing session by the midpoint of their first semester. Students who fail to do so will have a hold placed on their registration for the next semester and will be charged a \$25 late fee.

Exit assessment provides the institution and students with a measurement of the students' academic growth as a result of their course work at UIS. Students must take the exit assessment test before the midpoint of their last semester.

Assessment in the Major

In addition to the general assessment described above, each academic program will assess its students' ability to meet program objectives. These objectives are determined by each program and will differ, as will the means of assessment. Students are required to participate in program assessment at both the entry and exit levels. Students should contact their academic advisers for more information.

Undergraduate Degree Programs and Areas of Study

The University of Illinois at Springfield offers 22 undergraduate degree programs. These range from traditional disciplines such as history, economics, and biology to more career-oriented concentrations such as health services administration, business administration, and criminal justice or interdisciplinary programs such as communication. In addition, UIS offers an alternative called the liberal studies program.

The Office of Enrollment Services can assist students who are choosing an academic program. This assistance includes life/career planning, vocational testing and interpretation, and referral to appropriate academic programs for further information.

Degree Programs

UIS awards the following baccalaureate degrees:

Accountancy (B.A.)	History (B.A.)
Biology (B.S.)	Legal Studies (B.A.)
Business Administration (B.B.A.)	Liberal Studies (B.A.)
Chemistry (B.S.)	Management (B.A.)
Clinical Laboratory Science (B.S.)	Mathematical Sciences (B.A.)
Communication (B.A.)	Nursing (B.S.N.)
Computer Science (B.S.)	Political Studies (B.A.)
Criminal Justice (B.A.)	Psychology (B.A.)
Economics (B.A.)	Social Work (B.S.W.)
English (B.A.)	Sociology/Anthropology (B.A.)
Health Services Administration (B.A.)	Visual Arts (B.A.)

Liberal Studies Program

The liberal studies program provides a unique opportunity for students to design a degree program consistent with their own educational goals and available institutional and area resources. The program is aimed at students who want to combine areas of study rather than pursue a traditional discipline at UIS.

Generally, liberal studies degrees are based on broad themes universal to human experience. The course LIS 301 Self-directed Learning offers students the opportunity to explore and develop their own degree plans. The student works with an advising committee of faculty and peers in preparing a personal degree program.

Students who wish to pursue a degree with a focus on African-American studies, women's studies, international studies, or another area of interdisciplinary inquiry will find the liberal studies program well suited to their needs.

Minors

In addition to regular degree programs, UIS offers 24 minors. Courses in each minor enable students to follow fields of study outside their chosen major degree program. Approved minors are:

Accountancy	Health Services Administration
African-American Studies	History
Anthropology	International Studies
Biology	Labor Relations
Business (general)	Management Information Systems
Chemistry	Mathematical Sciences
Communication	Philosophy
Computer Science	Political Studies
Criminal Justice	Psychology
Economics	Sociology
English	Visual Arts
Environmental Studies	Women's Studies

Thematic Activities

Thematic activities are multidisciplinary explorations of current issues and problems through courses, research, conferences, experiential learning opportunities, and community outreach.

These opportunities involve faculty and students throughout campus. Themes are astronomy/physics, energy studies, and spoken foreign language. A teacher education sequence is also available. For further information, see individual descriptions in this catalog.

Distance Learning

Designed specifically for students who cannot come to campus every week for classes because of location, work, or family demands, the distance learning program requires students to meet for classes just six or seven times a semester.

Distance learning takes a variety of forms at UIS. Telecourses, the core of the campus' distance learning program, offer a flexible and more individualized alternative to traditional classroom instruction. Students earn college credit through the innovative use of a common resource – television. In this era of VCRs, telecourses through the CONVOCOM network permit students throughout west central Illinois to arrange study schedules to suit individual needs.

UIS also offers off-campus instruction using interactive compressed video technology to several sites in Illinois. Contact Media Services at 206-6550 for more information.

Further, in cooperation with the University of Illinois campuses in Chicago and Urbana-Champaign, UIS has developed the capability of offering on-line instruction via the Internet. Contact the Office of Technology-Enhanced Learning at 206-7477 for details.

Spoken Foreign Languages

UIS offers classes in less commonly taught languages such as Mandarin Chinese, German, Japanese, Russian, Swedish, and Swahili. Spoken foreign language courses focus on verbal communication with tutoring from a native speaker and class size is restricted to six students to assure individual attention. Spoken foreign languages are offered in one-, two-, or three-year sequences. All courses are listed in the course schedule under the UNI courses. Prior permission is required for enrollment.

Academic Advising

Initial academic advising for first-semester students can be provided by admission counselors in the Office of Enrollment Services for most programs. This service can also be provided by faculty advisers in the student's academic program. During the student's first semester, he or she will be assigned a faculty adviser from the appropriate academic program. Faculty advisers work with students to assure satisfactory progress toward graduation and toward personal and career goals. Students may change advisers at any time by completing a Selection of Faculty Adviser form with the newly selected faculty member.

In recognition of the maturity of upper-division and graduate students, UIS entrusts the student with substantial initiative in the academic advising process. Students should arrange appointments with their advisers before each registration, particularly their first, and should maintain contact with the adviser throughout their academic studies. It is especially important for students to meet with faculty advisers before the final term of study to ensure that all graduation requirements are met.

Catalog Requirements

Students may choose to meet the academic program requirements of the catalog in force at the time of their admission to the campus as a degree candidate or of any catalog in force during a period subsequent to admission, not to exceed seven years for bachelor's candidates. Students unable to complete graduation requirements within this period may, at the discretion of their academic programs, be held responsible for requirements of the catalog in force during their graduation year.

UIS Requirements

Students must complete a minimum of 12 semester hours of UIS requirements in the

areas of liberal studies, public affairs, and applied study. The 12 semester hours must include at least four hours in each of at least two of these areas. Academic programs may determine which areas are appropriate for their students. When academic programs do not specify a distribution of courses among the three areas, students must work with their advisers and programs to reach an agreement on a fitting distribution before completing 30 hours of upper-division work. Program requirements, equivalent course work, and equivalent learning from prior experience will be used in reaching this agreement.

Liberal Studies Colloquia (LSCs)

The liberal studies colloquia are multidisciplinary courses that engage important issues using points of view and value systems that extend beyond the usual cultural and disciplinary boundaries and contexts. Where possible, students will study and discuss primary works that have significance beyond a single discipline. As part of the course content, each LSC emphasizes the enhancement of writing skills.

Each semester several colloquia are offered. None have prerequisites. While the choice of an LSC is the student's prerogative, students are encouraged to select LSCs with focuses outside their major programs. Descriptions are published each semester in the course schedule.

Public Affairs Colloquia (PACs)

The University of Illinois at Springfield features a unique series of courses called public affairs colloquia. Each semester a number of different colloquia are offered, with several objectives in mind: to explore and cultivate an informed awareness of contemporary public issues; to investigate the formulation and implementation of public policy making and to realize its multidisciplinary consequences; to provide a wider understanding through an interdisciplinary approach to these issues; and to foster a sense of community through shared information and intellectual values of how racism, sexism, and/or class discrimination affect public issues and policy. There are no prerequisites for any of the colloquia.

Like the LSC, the choice of a PAC is the student's prerogative; however, students are encouraged to select PACs with focuses outside their major programs. Descriptions are published each semester in the course schedule.

Applied Study and Experiential Learning Term (AST)

Since opening its doors to the first students, UIS has been dedicated to the idea that higher education should integrate liberal arts and professional studies. The Applied Study and Experiential Learning Term serves this idea in a variety of ways. Its major goals are to help students learn how to learn from experience and acquire skills of self-directed, lifelong learning; enhance understanding of their own and others' learning styles; increase awareness of public affairs and issues of diversity in the workplace; and develop an ability to apply academic learning to practical problems.

AST students must meet conditions set by their placements as well as fulfill certain academic requirements. These include attending scheduled seminars and completing related assignments, developing a learning contract (a document that outlines specific learning objectives, ways to achieve them, and methods of evaluation), keeping a journal to clarify the learning process and facilitate reflection on experiences, and evaluating those experiences during the semester. After completing at least 12 semester hours of credit in their majors, students should consult with their academic advisers and the AST faculty. These consultations are important for securing a placement and for knowing program prerequisites before the AST. Students should schedule their consultations the semester before they wish to enroll in AST.

Credit for Prior Learning (CPL)

Credit for prior learning enables qualified undergraduate and graduate students to receive academic credit for college-level learning acquired outside the classroom. The CPL process is particularly valuable for people with extensive backgrounds in a profession, in workshops or seminars, in community service and volunteer work, in relevant travel and hobbies, and/or in independent research.

Interested persons are encouraged to enroll in AST 401 Assessment of Experiential Learning, a course which includes an overview of current issues in lifelong learning. AST 401 also helps students prepare a detailed portfolio that describes and documents the learning to be assessed for credit. In preparing portfolios, students plan their proposed course of study in the context of previous learning experiences and attempt to develop an awareness of their strengths as learners. In addition to classroom work, students consult individually with appropriate faculty members.

Faculty members review portfolios and evaluate requests for credit in individual areas of expertise. A campuswide faculty committee monitors the entire CPL process.

Portfolios may be submitted for assessment any time after a student is admitted to UIS. Those interested in requesting credit for prior learning are urged to contact the CPL office as early as possible. CPL also maintains a website at uis.edu/~kryan.

Constitution Requirement

Students must pass an examination on basic principles, documents, and practices of the governments of the United States and of the state of Illinois. Credit earned in certain courses at UIS or other institutions may be approved in lieu of the examination. This requirement need only be satisfied once at the collegiate level. Nonresident aliens who are returning to their home countries immediately after graduation are exempt from this requirement. For further information, consult the vice chancellor for student affairs.

Graduation Contract

The commencement ceremony to award degrees is held annually at the end of the spring semester. However, a student may file a graduation contract during any semester or summer term in which degree requirements will be completed. The student should submit the contract to the Office of Enrollment Services no later than the end of the fourth week of classes during a semester or the end of the third week of classes during a summer term.

The contract must be approved by the student's adviser and the program convener or director. Students may submit graduation contracts for early evaluation during the semester or term before their final term. Contract forms are available in the Office of Enrollment Services.

Use of Lower-division Courses for Degree Credit

A University of Illinois at Springfield student may include up to 12 semester hours of lower-division credit toward a bachelor's degree. The application of such credit must have the approval of the student's adviser, a program representative, and the appropriate dean. Students must have upper-division status at the time the lower-division credit is earned. In addition, the lower-division credits may not pertain to a previous degree, and a grade of C or better is required.

Requirements for a Double Major

Students may earn a bachelor's degree in two major areas of study. All program requirements for each major area must be completed. Courses from one program may

be used as electives in the other if previous program approval is obtained. All UIS requirements for the bachelor's degree must be met.

Second Bachelor's Degree

Persons who have already earned the baccalaureate degree and seek a second one from UIS must complete all hours toward the major that are required by the academic program. A minimum of 30 semester hours toward the second degree must be completed at the University of Illinois at Springfield. If the first bachelor's degree was earned at UIS, a second applied study term may be required by the academic program. Students who earned the previous degree at another institution must meet UIS requirements regarding public affairs colloquia, liberal studies colloquia, and applied study term.

Academic Standards

Bachelor of Arts and Bachelor of Science Honors

Academic honors are bestowed as a means of recognizing and encouraging superior academic achievement among baccalaureate candidates.

Honors criteria are as follows:

- (a) Only grades obtained at the University of Illinois at Springfield will be considered.
- (b) The grade-point average will be calculated on all graded, undergraduate credit received at the University of Illinois at Springfield.
- (c) At least 30 hours of graded credit must be accumulated at the University of Illinois at Springfield to be considered for honors.
- (d) Final grade-point average of 3.75-3.86 will receive a *cum laude* designation.
- (e) Final grade-point average of 3.87-3.94 will receive a *magna cum laude* designation.
- (f) Final grade-point average of 3.95-4.00 will receive a *summa cum laude* designation.

Honor recipients will be recognized at commencement based on work completed at the end of the semester immediately preceding graduation. Honor statements will appear on the diploma and transcript based on the final GPA.

Academic Load

A student enrolled for 12 or more semester hours of course work during the fall or spring semesters or six semester hours of course work in the summer term is considered a full-time student. Those enrolled for fewer hours are considered part-time students.

Most courses at the University of Illinois at Springfield earn four semester hours of credit. The normal course load for a full-time undergraduate student is four courses, or 16 semester hours. The normal course load for part-time students is one or two courses, or four to eight semester hours.

Any student who wishes to enroll for more than 18 semester hours during the fall or spring semesters or more than eight semester hours during the summer term must first submit a completed student petition form, with the appropriate signatures, to the Office of Enrollment Services.

Tutorials

As one expression of UIS' commitment to the individual student, faculty members occasionally supervise independent study in the form of tutorials. Taken at either the

undergraduate or graduate level, tutorials are intended to supplement, not supplant, regular course offerings. Students who want to structure one-to-one learning experiences not regularly available but nevertheless relevant to their programs of study must secure the consent of the faculty member before registration. The student submits a tutorial proposal form that indicates a proposed title, topic, method of study, amount of tutor-student contact, and means of evaluation, as well as the level of study and the hours of credit sought. If the faculty member accepts the proposal, he or she signs a With Permission of Instructor (WPI) form that must be submitted to the Registrar's Office prior to registration. The student should be aware that credit earned in some UNI courses does not count toward degree requirements.

University Courses

In addition to regular disciplinary courses, UIS offers a variety of university (UNI) courses. UNI courses provide specialized knowledge and skills in academic areas that are not established components of the UIS curriculum. An example is library research (UNI 401). More information is available in the program section of this catalog under "University Courses" (see p. 302). Additional UNI courses, with descriptions, are published in the course schedule each semester. The student should be aware that credit earned in some UNI courses does not count toward degree requirements.

Grades/Grading

Grades are released only if the student is in good financial standing with UIS.

Grades are assigned according to the following letter grade scale.

GRADE SYMBOL	DEFINITION	GRADE POINTS PER HOUR	EXPLANATION AND RESTRICTIONS
A	Excellent	4.00	
B	Good	3.00	
C	Fair	2.00	
D	Marginal, but passing	1.00	
U	Unsatisfactory or unofficial withdrawal	0.00	Courses in which U grades are earned do count in determining grade point average but do not apply toward graduation.
CR	Credit (used only in credit/no credit grading option)	—	For use in CR/NC option. CR represents a grade of C or better for undergraduates or B or better for graduate students.
NC	No Credit (used only in credit/no credit grading option)	—	Undergraduate students who earn grades below C or graduate students who earn grades below B under the credit/no credit option will have NC recorded on their transcripts.
W	Authorized Withdrawal	—	A W will appear on the transcript for the course(s) from which the student officially withdrew. A student who fails

I	Incomplete	—	to withdraw officially from a course will be assigned a U grade. After a period not to exceed one year, the provisional grade becomes permanent unless a grade change was submitted.
R*	Deferred (used only for courses of a continuing nature, such as graduate research)	—	An R symbol will continue to appear on a student's grade report until the course work has been completed and a grade has been assigned. During the interim, reregistration is not necessary, except for master's closure courses.
AU	Audit (no grade or credit earned)	—	Changes of enrollment from credit to audit may be done through the last day for authorized withdrawal with the approval of the instructor. Students enrolled for full-time academic work must include any course they wish to audit as part of the maximum permitted load. If an auditing student does not attend classes regularly, the instructor may determine that the audited course should not be placed on the student's transcript. A student may not change from audit to credit in any course, nor can credit for the audited course be established at a later date.

**Courses for which an R grade may be awarded will be designated in advance.*

Instructors may submit pluses and minuses for grades A through D. Grade-point equivalents are:

GRADE	GRADE POINTS PER HOUR	GRADE	GRADE POINTS PER HOUR
A	4.00	C	2.00
A-	3.70	C-	1.70
B+	3.30	D+	1.30
B	3.00	D	1.00
B-	2.70	D-	0.70
C+	2.30	U	0.00

Grading Option: Credit/No Credit

Students who select the credit/no credit (CR/NC) grading option must officially reg-

ister their intent with the Office of Enrollment Services before the course is three-fourths completed, which is the last day to withdraw. (See sections on withdrawal from courses on pp. 46 and 47.) No changes are acceptable after the designated date. Limits on the number of credit hours earned under the credit/no credit grading option may be established by individual academic programs.

Credit is awarded under the credit/no credit grading option when the undergraduate student's work represents a grade of C or better or when the graduate student's work represents a grade of B or better. When a student's work is not equivalent to the relevant grade, a grade of NC is recorded on the transcript.

Courses taken under the credit/no credit grading option are not included in the calculation of the grade-point average. For courses taken under this option, the symbols CR, NC, I, R, and W are recorded on transcripts where applicable.

Incomplete Work

Students may request and may be granted a grade of "incomplete" under extraordinary circumstances. I grades are granted at the discretion of the instructor. When a student is granted an I, the instructor must also submit a provisional grade for the course. The provisional grade reflects the grade the student would have earned in the course if he or she did not complete the requirements for the course. The time limit for finishing an incomplete grade will not exceed 12 months. At the end of this period, the I grade will be converted to the provisional grade, unless a grade change has been submitted during the year. Students carrying 12 hours or more of incomplete work will be placed on academic probation (see academic probation policy).

Grade-point Average

Grade points are determined by multiplying the grade points per hour by the number of semester hours earned in a course. The grade-point average is computed by dividing the total number of grade points in courses completed at UIS by the total number of hours represented by those courses (excluding courses with grades of CR, NC, W, I, R or AU).

The Office of Enrollment Services uses the grade-point average to report each student's academic progress (see academic probation policy below). Grade-point averages appear on students' end-of-term grade reports and on official transcripts. Students may ask to have their cumulative grade-point average omitted from their official transcript by notifying the Office of Enrollment Services.

Dean's List

UIS recognizes superior academic achievement of undergraduate students at the end of fall and spring semesters. Criteria for placement on the dean's list include a semester grade-point average of 3.75 or higher, enrollment in at least eight graded semester hours, and no incomplete grades for the semester.

Graduation Grade-point Average

Undergraduate students must have a UIS cumulative grade-point average of at least 2.00 to receive a bachelor's degree.

Academic Probation and Suspension

Any time a degree-seeking undergraduate student has a UIS cumulative grade-point average of less than 2.00, the student is placed on academic probation. Courses taken for credit/no credit do not count in calculating this average. In addition, students who

accumulate 12 hours or more of incompletes are subject to probation.

Students on academic probation may enroll for up to 12 hours credit in the subsequent term (six hours in the summer term), provided an Academic Probation Registration form is completed with appropriate signatures. Students placed on academic probation at the end of two successive terms will be suspended from UIS and must then wait two terms before petitioning for re-admission. Students with exceptional circumstances may appeal immediately.

For complete details on the University of Illinois at Springfield's academic probation policy, students are encouraged to consult their faculty advisers or the registrar.

Refunds/Change in Amount of Tuition and Fees

All withdrawals from courses must be made officially by staff in the registrar's office. Non-attendance or non-payment does NOT constitute an official withdrawal. Students are financially responsible for all courses not officially dropped according to the policy and deadlines indicated. Specific deadlines for each term will be published in the course schedule. Contact the registration office for dates pertaining to irregular term courses.

Partial Withdrawals

Partial withdrawals must be made within 10 working days from the first day of the semester (five days for summer) for the student to be released from financial obligation for the dropped course(s).

Complete Withdrawals

Adjustments for tuition and fees for complete withdrawals (dropping all courses for the term) are made according to the following schedule.

Time period	Percentage of tuition and fees CHARGED for dropping ALL courses
1st day of term	0%
Week 1	10%
Week 2	10%
Week 3	20%
Week 4	30%
Week 5	30%
Week 6	40%
Week 7	40%
Week 8	50%
Week 9	60%
Week 10	60%
Week 11	No reduction in tuition and fees.

A service fee of 5 percent or \$100, whichever is less, will be added to the charges for dropping all courses.

Withdrawal from Courses: Academic

Students may terminate registration in a course by officially withdrawing and meeting the following deadlines:

IF COURSE MEETS FOR	DEADLINE TO WITHDRAW
16 weeks	end of 12th week
8 weeks	end of 6th week
4 weeks	end of 3rd week
less than 2 weeks	end of 5th day

The same deadlines apply to changes in grading options: from letter grade to credit/no credit and vice versa, and changes to audit.

It is the student's responsibility to complete and submit an Add/Drop Registration form or letter to the Office of Enrollment Services or to telephone the office by the official deadline. No withdrawals will be processed after the published deadlines. When the withdrawal occurs after the second week of a full semester course, a W appears on the student's transcript for the course(s) from which the student withdrew. No notation appears on the transcript when the withdrawal occurs during the first two weeks of a full-semester course, first week of an eight-week course, or first 1/8 of an irregular term course. A student who fails to withdraw officially from a course will be assigned a U grade.

Repeating Courses

Students may repeat courses at the University of Illinois at Springfield, although some academic programs may have restrictions on the number of times a particular course may be repeated. If a student repeats a course in which a grade was earned, the last grade earned will appear on the student's end-of-term grade report and transcript; the first grade entry will be deleted from the transcript and will not count in determining a grade-point average. Subsequent repeats will appear on the transcript and will be used in calculating the grade-point average.

Course Numbering System

Each course has a three-letter prefix indicating that it is a course in a particular program (e.g., SOA – sociology/anthropology; HIS – history) or an applied study term (AST), public affairs colloquium (PAC), liberal studies colloquium (LSC), or university (UNI) course. Each course also has a three-digit number.

Courses numbered 300 through 399 are open to juniors and seniors. Courses numbered 400 through 499 are open to juniors, seniors, and graduate students. Courses numbered 500 through 599 are open to graduate students and courses numbered 600-699 are open to doctoral students.

When a course number ends in 91 to 98, the course is experimental and not yet included in the regular curriculum. Courses with numbers ending in 0 (for example, ENG 480) are generally topics courses in which the subject matter changes in successive semesters. These courses may be repeated but students may not receive credit for the same topic more than once.

Undergraduate Enrollment in Graduate Courses

Undergraduate students who wish to enroll in 500-level courses for credit toward the bachelor's degree must have the approval of their faculty advisers and the course instructors. An instructor's approval is indicated by his or her signature on the With Permission of Instructor (WPI) form, which must be acquired before registration. Such students are evaluated at the graduate level.

Undergraduate/Graduate Concurrent Enrollment

Undergraduate students who are within 16 hours of completing all bachelor's degree requirements may enroll in undergraduate and graduate courses concurrently. Undergraduate students taking courses for graduate credit will be evaluated at the graduate level of expertise and quality. Students should complete a student petition form to be signed by the instructor of the graduate course, the graduate adviser, convener, and dean.

Graduate courses will be designated as graduate credit when the bachelor's degree is granted, but this does not imply admission to the graduate program in which the course work was taken.

Student Grievances

Students expressing a grievance about the application of campus policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved or, if necessary, with the help of the immediate supervisor of the faculty/staff member. If such informal procedures fail to resolve the matter in an equitable manner, the student may initiate a formal grievance procedure. Necessary forms and information are available from the vice chancellor for student affairs.

Student Records Policy

In accordance with the Family Educational Rights and Privacy Act, students have the right to inspect and review their official UIS records, to request amendments of items that are inaccurate or misleading, and to limit access to such records. Students have the right to withhold the disclosure of any or all categories of directory information, including the following: name; date and place of birth; hometown; address(es); electronic address (e-mail); telephone number(s); classification; college/school and field of study; dates of attendance; date of admission; educational institutions previously attended; participation in campus activities and sports; degrees, honors, awards, and certificates anticipated or received; and picture. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by this campus to comply with the requirements of FERPA. For additional information and the entire policy, or to complete a nondisclosure information form, contact records or registration.

Plagiarism

To plagiarize is to present as one's own a thought, writing, or invention belonging to another. It usually takes one of the following three forms and is done without proper acknowledgement: the inclusion of another person's writing in one's own essay, paraphrasing of another person's work, or presentation of another person's original theories, views, etc.

If an allegation of plagiarism exists, disciplinary proceedings may be initiated and carried out within the academic program of the teaching faculty in which the alleged offense occurred. In the case that a student is alleged to have committed plagiarism, an instructor may refuse to grade the assignment and record it as no credit. Penalties may include no credit (i.e., failure) in the course as well as recommendation for disciplinary probation, suspension, or dismissal from the class, program, or UIS.

Registration Procedures

Specific information regarding the dates and times of registration is published in the course schedule each semester and summer term. The course schedule lists the current semester's or term's courses and gives up-to-date information on registration proce-

dures, tuition and fees, and relevant deadlines. Information in course schedules supersedes similar information in this catalog.

Tuition and Fees Per Semester*

	Undergraduate	Graduate
Tuition (Illinois Residents)		
1-16 hours/per hour	\$ 93.00	\$104.50
Tuition (Non-Illinois Resident)		
1-16 hours/per hour	\$279.00	\$313.50
Mandatory Fees		
Springfield Campus Activity Fee		
Full time (12 or more hours)		\$ 60.00
Part time (1-11 hours)		\$ 30.00
Peoria Campus Activity Fee		
Full time (12 or more hours)		\$ 5.00
Part time (1-11 hours)		\$ 5.00
Springfield Campus Facilities Fee		
Full time (12 or more hours)		\$ 6.00
Part time (1-11 hours)		\$ 3.00
Springfield Campus Gym/Construction Fee		
Full time (12 or more hours)		\$ 18.00
Part time (1-11 hours)		\$ 9.00
Intercollegiate Athletics Fee/per hour (max. 12 hrs.)		\$ 3.50
Other Fees		
Student-to-Student Grant (optional)		\$ 4.00
Late Registration Fee		\$ 10.00
Late Add Fee		\$ 5.00
Late Assessment Fee		\$ 25.00
Health Immunization Processing Fee (per semester)		\$ 25.00
Service Charge (deferred payment plan)		\$ 10.00
Late Payment Fee (for failure to meet each deferred tuition payment date)		**
Parking Fee (semester)		\$ 24.00
***Student Insurance Fee (up to age 35)		\$125.00
(age 35 and older)		\$198.00
Transcript Fee		\$ 4.00
Bachelor's Degree Graduation Fee		\$ 20.00
Master's Degree Graduation Fee		\$ 25.00

Summer term fees will be listed in the summer schedule.

*Tuition and fees are subject to change. Students should check with the Office of Enrollment Services or refer to the course schedule.

**1 percent per month assessed on billed and unpaid balance.

***Full-time (12 hours and more) students will automatically be assessed for insurance unless a signed Student Insurance Waiver form is filed with the Department of Human Resources by the established deadline each semester. There is an additional fee for dependent coverage. Questions on waiving the student insurance fee or inquiries about enrollment for part-time students and dependents should be directed to the Department of Human Resources, 206-6652, before the beginning of the semester to ensure timely compliance. Students insured during the spring semester may continue coverage for themselves and their dependents through the summer even if not

enrolled during the summer term. Application and payment of premium must be made prior to the last day of the spring semester.

Tuition and fees are assessed at the time of registration and are subject to change without notice. Current procedures and due dates are published in the course schedule.

UIS reserves the right at the time of registration to require full payment from students who have failed in the past to pay tuition and fees on time. Students with outstanding accounts are not permitted to register for subsequent semesters or to receive transcripts and are not eligible to receive a degree. Bills are mailed to students who advance register. A late charge of 1 percent per month is assessed on the billed and unpaid balance.

Students will be responsible for paying all attorneys' fees and other reasonable collection costs and charges necessary for the collection of any tuition, fees, and/or other charges assessed by UIS that are not paid when due.

Students are responsible for charges for all courses that are not officially dropped with the Office of Enrollment Services prior to dates specified in the course schedule for tuition and fee adjustment. Courses must be officially dropped by letter, phone, or in person at the Office of Enrollment Services. Questions regarding billing or payment should be directed to the Accounting Office.

U of I Residency Status for Admission and Assessment of Tuition

General

The University of Illinois is a land-grant institution assisted by funding from state of Illinois tax revenue. As a state tax-assisted institution, the University of Illinois (with some exceptions) extends preference in admission and tuition to residents of the state of Illinois – that is, to students whose circumstances conform to the university definition of resident status outlined below.

The University of Illinois' definition of the term "resident" may be different from the definitions developed by other, non-university agencies. Thus, a person who is an Illinois resident for tax or voting purposes, for example, is not necessarily a resident for University of Illinois tuition and admission purposes. The university's definition of resident status applies both to payment of tuition and admission to the University of Illinois.

Principal elements that determine residency are domicile in Illinois and actions that evidence the intent to make Illinois the person's permanent residence. A person has but one domicile at any time. Mere physical presence in Illinois, regardless of how prolonged, is insufficient to establish residency without the existence of action and intent to make the place a permanent residence and principal home. In order to establish bona fide residency under this policy, a person must demonstrate presence and intent to reside permanently in Illinois for reasons other than educational objectives.

The burden of establishing that a student is domiciled in Illinois for other than educational purposes is on the student. The regulations, factors, and procedures enumerated in this policy will be considered by the university in determining the residency status of students.

Procedures

The director of admissions, or a designee, shall determine the initial residence classification of each student at the time the student enters or reenters the university.

A student who is not satisfied with the determination concerning his/her residence classification may request that the responsible official reconsider the determination. For the purposes of admission, the written request must be received by the admissions office within 20 calendar days from the date of notification of residency status. For the

purposes of assessment of tuition, the written request must be received by the admissions office within 20 days of the date of assessment of tuition or the first scheduled day of classes for the term for which the tuition is payable, whichever is later.

The request should include the Petition for Determination of Residency Status and all other materials applicable to the claim. The request and accompanying documentation will not be returned, and the student is advised to maintain a copy for his/her records.

If the student is still not satisfied with the determination after it has been reconsidered, he or she may appeal the decision to the director, University Office for Academic Policy Analysis. The appeal shall be in writing and shall include reasons for the appeal. The appeal must be received by the director of admissions within 20 days of the notice of the ruling. It will then be referred to the director, University Office for Academic Policy Analysis. A student who fails to file an appeal within 20 days of the notice of the ruling waives all claims to reconsideration for that academic session. Filing deadlines cannot be extended or waived and applications and appeals not filed in a timely manner will not be reviewed. The decision of the director, University Office for Academic Policy Analysis, shall be final in all cases.

For detailed information on regulations and statutes used to determine residency, contact the Office of Enrollment Services.

Mandatory Fees

A student activity fee of \$30 per semester for on-campus, full-time students (\$15 per semester for a part-time student) is part of the student's bill. Peoria students are charged \$5 per semester for the activity fee. The fee supports such activities as films, art exhibits, dances, visiting lecturers, and access to recreational facilities. A noninstructional facility fee of \$6 is assessed to on-campus, full-time students (\$3 for part-time students). A gymnasium fee of \$18 per semester for on-campus, full-time students (\$9 for part-time students) supports the payment of the capital debt and maintenance costs of the facility. All on-campus students are charged the intercollegiate athletics fee of \$3.50 per credit hour, up to a maximum of 12 hours per semester. Fees are subject to change without notice.

Other Fees

Students who are not in compliance with the immunization or assessment requirements are assessed a \$25 per semester processing charge.

Course Charges

Charges for laboratory, art, and other classes requiring use of disposable supplies and materials are indicated in each course schedule and are in addition to regular tuition and fees.

Late Registration Fee

A late registration fee of \$10 is charged any student who registers after the add/drop period for any semester or term. See the appropriate course schedule for specific dates.

Course Changes

A student may add or drop courses during the late registration period of a regular semester or term. Full tuition and fees are refunded if all courses are dropped before the first day of classes. A fee of \$5 is charged for courses added after the add/drop period. These procedures are subject to change without notice. Please refer to the current course schedule for specific refund information and dates.

Auditing Courses

Students auditing courses are required to pay full tuition and fees. Courses audited successfully appear on the transcript with the grade of AU. Students may not change from audit to credit in any course, and credit for audited courses may not be established under any circumstances.

With approval of the student and the instructor, however, a change from credit to audit may be made through the last day for authorized withdrawal. All changes from credit to audit must be approved by the instructor and must be submitted, with appropriate signatures, on the audit request form to the Office of Enrollment Services. Full-time students must include audit courses as part of the maximum load requirement.

If an auditing student does not attend class regularly, the instructor may determine that the audited course should not be placed on the student's transcript.

If enrollment in a course is limited, students enrolling for credit are admitted before audits are allowed.

Veterans

Students who are military veterans must be certified for benefits by the Office of Financial Assistance. Student veterans must also notify the office of any changes that affect the amount or disposition of benefits, including changes in address, academic status (withdrawals, added classes, etc.), and number of dependents (through marriage, divorce, births, deaths, etc.).

Transcripts

The Office of Enrollment Services will issue official transcripts of a student's academic record at the University of Illinois at Springfield upon written request. A \$4 fee (subject to change) for each transcript is charged at the time of request. Telephone requests for transcripts are not honored. Transcripts are released only if the student is in good financial standing with UIS.

Petition Process

This catalog contains several references to circumstances in which a student petition form should be completed. Some of the more common uses of this form are requests for course overload, petition for credit, and various requests for waivers. In general, the student petition form may be used to request an exception to any campus policy.

Financial Assistance

The Office of Financial Assistance at the University of Illinois at Springfield coordinates federal, state, institutional, and private financial aid programs for students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. Applications for all forms of financial assistance may be obtained from the Office of Financial Assistance, unless otherwise specified. Additional scholarships are available for students entering UIS for the first time. Please contact the Office of Financial Assistance.

Federal and State Programs

To receive assistance from most federal and state programs, students must meet all eligibility requirements set forth in the Higher Education Act as amended. Such

requirements include, but are not limited to, approved citizen status, enrollment level, status as a regularly admitted student pursuing a degree, and satisfactory academic progress. Most financial aid programs have maximum time frames or limits. These limits may be based on cumulative or lifetime assistance from the program or on number of hours attempted.

Federal Pell Grants

These grants are available to undergraduates with financial need.

Federal Supplemental Educational Opportunity Grant

These grants are available to undergraduates with exceptional financial need.

Illinois Student Assistance Commission Grant

Monetary awards equal to tuition and some fees are given as grants to eligible full-time (12 or more hours) and half-time (6 to 11 hours) students. Recipients must be undergraduates and Illinois residents.

Federal College Work-Study

This federal program provides resources to employ students who have demonstrated financial need. Students are given CWS authorization interviews for assignments until a suitable position is found. Students are paid an hourly rate determined by the job classification.

General Assembly Waivers

These awards exempt holders from payment of tuition, graduation, and activity fees. Members of the General Assembly may nominate two persons annually from their districts. Interested students should contact their district legislators.

Federal Perkins Loans (formerly NDSL)

This program provides loans to undergraduate and graduate students who have proven financial need. Interest is 5 percent, and repayment begins six months after the student graduates, ceases to be at least a half-time student (six hours) or withdraws from UIS. Some recipients may have up to 10 years to repay the loan. Cancellation privileges exist for students employed in designated fields.

Federal Stafford Loan Program (subsidized and unsubsidized)

This program provides loans to students with financial need.

Sophomore \$3,500 per year (subsidized maximum)

Junior \$5,500 per year (subsidized maximum)

Senior \$5,500 per year (subsidized maximum)

Graduate \$8,500 per year (subsidized maximum)

Independent students may be eligible for unsubsidized loan amounts in excess of the limits stated above.

Total maximum for undergraduate and graduate study is \$65,500.

SUBSIDIZED (interest is paid by the federal government while the student is in school) Federal Stafford Loans are made to students who demonstrate financial need, and in contrast, UNSUBSIDIZED (student is responsible for all interest) Federal Stafford Loans are not based on financial need. Students ineligible for (or ineligible for the full

amount of) subsidized Federal Stafford Loans have an option to borrow unsubsidized Federal Stafford Loans.

Federal PLUS Loans

PLUS loans are made to parent borrowers who do not have adverse credit histories. These loans are limited to the student's estimated cost of attendance minus other financial aid awarded during the period of enrollment.

Veterans' Benefits

A veteran of at least 181 days of continuous active duty may be entitled to veterans' benefits. Veterans must file a Request for Benefits form each semester and should contact the Office of Financial Assistance prior to registration.

Veterans with GI Bill/VEAP/Ch. 106 Benefits

Veterans enrolled in classes that do not meet on a regular schedule (50 minutes per credit hour each week), intensive weekend classes, and tutorials will be paid on the basis of faculty contact hours only.

Illinois Veterans' Scholarships

These awards exempt holders from payment of undergraduate and graduate tuition and activity and graduation fees. Recipients, however, must maintain a minimum grade-point average of 2.00 for undergraduates, 3.00 for graduate students, and not be in default on an educational loan.

Veterans must furnish their Veteran's Identification Number to the Office of Financial Assistance. Veterans must file a Request for Benefits form each semester and should contact the Office of Financial Assistance before registration. Application materials for the scholarship should be requested from the Office of Financial Assistance, completed, and submitted along with a copy of the veteran's DD-214 to the Illinois Student Assistance Commission, 106 Wilmot Rd., Deerfield, IL 60015. Illinois veterans also may be eligible for federal assistance.

Illinois National Guard/Illinois Naval Militia Scholarships

These awards exempt holders from payment of undergraduate and graduate tuition and activity and graduation fees. Recipients, however, must maintain a minimum grade-point average of 2.00 for undergraduates, 3.00 for graduate students, and not be in default on an educational loan. The awards are available to applicants who have served at least one year in the Illinois National Guard or Naval Militia. Company grade officers, warrant officers, and enlisted personnel are eligible. Qualified persons must apply to the Illinois Student Assistance Commission and must provide all requested information. Each time an applicant changes schools, a revised application must be filed with ISAC. If the applicant ceases to be a member of the Illinois National Guard or Naval Militia, educational benefits terminate. If the termination date is in the middle of a semester or term, the applicant is responsible for relevant tuition and fees.

Institutional Programs

Minority Leadership in Public Service Program

As part of a growing effort by the University of Illinois at Springfield to provide better access to higher education opportunities for minority students, in 1985 the campus established a program designed to attract academically strong minority students with interest in public service.

Students are recruited and selected according to their achievements and interest in entering some aspect of public service; for example, working for government agencies or commissions, the legislature or nonprofit organizations, or running for elective office.

The program is a two-year educational experience in an academic program, coupled with an internship experience in a work setting, that culminates in a bachelor's degree. Students selected for this program must have achieved an overall grade-point average of B or better (3.00+). Prospective applicants must be nominated by the presidents of their respective community colleges and a committee of UIS faculty and admissions staff make the final selection. Minority Leadership in Public Service students receive full financial aid packages combining federal and state grants with institutional funds.

For further information, contact the vice chancellor for student affairs at (217) 206-6581.

Institutional Tuition Waivers

Each year the campus provides a limited number of tuition waivers. Awards are made on the basis of demonstrated financial need.

Institutional Grants

The Student-to-Student Grant program is funded with voluntary student contributions and matching state aid. Awards are given to undergraduates with financial need.

Student Employment Opportunities

A job center is located in the Office of Financial Assistance. Bulletin boards list student work opportunities both on and off campus. Students must be enrolled in at least six semester hours to be eligible for on-campus employment. All students must furnish documents establishing identity and citizenship to comply with regulations of the Immigration and Naturalization Service.

UIS Student Emergency Loan Fund

This fund provides short-term loans to students enrolled at least half time to help meet emergency educational expenses. Except in cases of extreme emergency, loans are limited to students working on campus and/or students with expected financial aid. There are limitations on the amount of loans and the number that can be received. Loans are interest-free, although a service fee of 50 cents is charged at the time the loan is repaid.

This fund was established during the campus' inaugural year through the cooperative efforts and combined contributions of the following Springfield banks and savings and loan associations:

- Bank of Springfield
- Bank One
- Citizens Federal Bank, ASSB
- First of America Bank
- First National Bank
- First State Bank of Springfield
- Land of Lincoln Bank
- Magna Bank of Illinois
- Peoples National Bank
- Town and Country Bank
- Champion Federal Savings and Loan
- Security Federal Savings and Loan Association
- United Savings and Loan Association

Other organizations have also provided substantial support for the loan fund:

Sangamon Chapter of University Professionals of Illinois (Local 4100)
SSU Foundation
SSU Student Senate (1982)

Private Scholarships and Awards

A number of privately supported scholarships are available to qualified University of Illinois at Springfield students. Students must submit an application for private scholarships to the Office of Financial Assistance unless otherwise directed to specific programs. Information regarding eligibility and deadlines is available annually in the financial aid office.

25th Anniversary Scholarship

This fund was established by community members in commemoration of the campus' 25th anniversary, which was celebrated during 1995. The scholarship is awarded to a student who achieves a 3.50 grade-point average and is involved in community activities.

American Association of University Women Scholarships

This fund provides financial assistance for mature students returning to complete an interrupted education and who are permanent residents of Sangamon County. Preference is given to female students. The recipients must enroll for eight or more semester hours during the fall and spring semesters. Awards are named to honor Sandra G. Hockenyo, Mary Gene Hall, Wanda Chapel, and Mary Beaumont.

James Andrews Memorial Scholarship

Established by friends and family members in memory of the long-time community leader and teacher, this scholarship seeks to support a part-time student majoring or taking classes in English, communications, or visual art. The student's scholarship application must demonstrate financial need.

Stephen G. Blakeman Memorial Scholarship

Established by family and friends of Stephen G. Blakeman, a long-time employee, this award assists a student majoring in business administration with an emphasis in personnel management and/or labor relations. Mr. Blakeman played a key role in resolving differences between parties and finding solutions to difficult situations on campus for more than 11 years.

Board of Regents Scholarship

This fund was established by the Board of Regents to honor a student who has demonstrated community involvement and attained a minimum grade-point average of 3.50. This program was funded through contributions made in the name of former members of the Board of Regents and former executive director of the board, Frank Matsler.

Francis J. Budinger Honorary Scholarship

In honor of Sangamon State's first Distinguished Alumnus, this scholarship is awarded to a student who has established clear career goals, has a minimum cumulative grade-point average of 3.50, and demonstrated involvement in community activities, strong character, and leadership skills. Preference is given to Lincoln Land Community College or Springfield College in Illinois graduates.

Homer L. Butler and Paul C. Butler Memorial Scholarship

Established by friends and family members to honor the memories of Homer and Paul Butler, this scholarship is made annually to a full-time student at UIS. The recipient should have clearly defined career goals, leadership potential, and demonstrated integrity. Homer held several positions at Sangamon State University and the University of Illinois at Springfield. When he retired in 1996, he was the vice chancellor for student services. Homer and his son Paul were also avid supporters of the Prairie Stars.

Central Illinois Chapter/American Society for Public Administration Scholarship

Based on financial need, this award is given to a graduate student in the public administration program who is planning a career in professional public service. The recipient must have attained a minimum cumulative grade-point average of 3.25 in undergraduate or graduate study.

Central Illinois Chapter of the Society for Human Resource Management Scholarship

This award was established by the local chapter to assist a student enrolled in the management or individual option program who is planning a career in the human resources field, whose permanent residence is Illinois, and who has demonstrated financial need. The recipient must also have a minimum cumulative grade-point average of 3.00.

Central Illinois Typographical Union Scholarships

Established by the Central Illinois Typographical Union to further the education of their members, two scholarships are awarded annually to dues-paying members, spouses or dependent children of the Central Illinois Typographical Union. The pool may be expanded to CWA affiliated union members and AFL-CIO affiliated union members. Once union membership is established, the primary criteria is financial need. This scholarship is renewable for continuous enrollment if the recipients meet the scholarship selection criteria.

William H. Chamberlain Memorial Scholarships

Established in memory of Judge William H. Chamberlain, these scholarships are intended to assist outstanding community college graduates. Preference is given to students with financial need. These scholarships are renewable if the recipient continues to meet the criteria.

Corporate Alternatives, inc. Scholarship

Established by Corporate Alternatives, inc. to further the education of not-for-profit employees, this scholarship is awarded to a graduate student enrolled in the business or public administration program who is currently employed by a 501 (c) (3) tax exempt organization that will match the scholarship amount.

J. Douglas and Helen Craddock Memorial Scholarship

Established by friends and family of the Craddocks, this scholarship assists an outstanding student in completing his or her education. The recipient must be enrolled in a degree-seeking program, have attained a minimum grade-point average of 3.50, and have potential for innovation and/or leadership ability.

William Ferris Cummings Memorial Award

This award is given to a minority student interested in community service who is

studying social service, education, or political science. The recipient must be in good academic standing and have demonstrated financial need.

Harry B. DeLand, Sr. Scholarship

Established in memory of the late Harry B. DeLand, Sr. by alumnus H. Brent DeLand, this scholarship is awarded annually to a full-time student in the human development counseling program who shows demonstrated involvement in improving the lives of others.

Margaret Miner DeLand Memorial Scholarship

Established in memory of the late Margaret Miner DeLand by alumnus H. Brent DeLand, this annual scholarship is awarded to a part-time student with demonstrated financial need.

Lee Humphrey Dodd Memorial Scholarships

Established by Mr. and Mrs. Howard C. Humphrey, long-time supporters of UIS, and Mr. Brian Dodd in memory of their daughter and wife, Lee Humphrey Dodd, these scholarships provide financial assistance to students majoring in criminal justice or legal studies. Recipients must have a minimum 3.00 grade-point average, and preference will be given to female applicants. In 1994 Mrs. Dodd was the first woman to be named first assistant state's attorney in Sangamon County.

Helen Dunn Academic Achievement Scholarship

Established by the 1972 alumnus and past president of the SSU Alumni Association, this scholarship is awarded to a student with demonstrated financial need and a minimum cumulative grade-point average of 3.50. The recipient must also enroll for eight or more hours during both the fall and spring semesters.

Lee Ensel Scholarship in Pre-Law

Established by Mrs. Lee W. Ensel in memory of her husband, a founding partner of the prominent Springfield law firm Ensel, Jones, Blanchard and LeBarre, this annual scholarship is awarded to an undergraduate Illinois resident who intends to enter law school and who has attained a minimum grade-point average of 3.00. The recipient must also demonstrate strong humanitarian values, integrity, and a sound moral character.

Environmental Studies Scholarships

Funded by alumni and faculty of the program, these scholarships are awarded to environmental studies majors who have earned a baccalaureate degree at the time of matriculation into the program, attained a minimum grade-point average of 3.00, have a record of previous interest in environmental issues, and enrolled for four or more hours.

Regina Midden Farley Scholarship

Established by students, friends, faculty, and family as a memorial to Ms. Farley, this scholarship is awarded annually to a returning student in the management program who has attained a minimum cumulative grade-point average of 3.75 and demonstrated superior performance at work.

Milton D. Friedland Communications Scholarship

Established in memory of the founder and general manager of NewsChannel 20 in Springfield and former community relations associate for the campus, this annual award

goes to a student actively pursuing a career in broadcast journalism. The recipient must be an undergraduate majoring in communication or English.

Ron Gibbs Athletic Scholarship in Memory of Ronald and Josephine Gibbs

Established by the family of Ronald and Josephine Gibbs, this scholarship is named for the former football and basketball official who refereed 15 world champion pro football games (now known as the Super Bowl). This annual scholarship is awarded to a student/athlete who exhibits athletic skills and good sportsmanship qualities and who is interested in pursuing a career in athletics, particularly sports officiating. The recipient must also have attained a minimum cumulative grade-point average of 3.00.

The Glosecki Scholarship

Established by the family and friends of Andy Glosecki, a long-time ceramics student at UIS, this award is given during the fall and spring semesters to a returning student in the visual arts program.

Michael J. Gruendel Memorial Scholarship

Established by a former faculty member and his wife as a memorial to their son, this scholarship is awarded annually to a graduate of Lincoln Land Community College who has demonstrated financial need, attained a minimum cumulative grade-point average of 3.00, and overcome an obstacle to return to complete his or her education.

Joanna Lynn Harner Scholarship

Established by friends and faculty members to honor Joanna Lynn Harner, a former graduate student and student member of the Board of Regents, this annual award is given to a student who demonstrates outstanding achievement in women's studies or in enhancing the status of women on campus or in the community.

Health Professions Scholarship

This scholarship is available to students majoring in health services administration, clinical laboratory science, or nursing. The recipient must also be an Illinois resident. The scholarship is based on quality of academic achievement and financial need.

Nelson Howarth Memorial Scholarship

Established by family and friends in memory of the attorney, teacher, and three-term mayor of Springfield, this scholarship recognizes Howarth's public service to the people of central Illinois. The recipient must be an intern with the Graduate Public Service Internship Program at UIS and have maintained a minimum grade-point average of 3.00. Applicants will be judged on the basis of leadership in the areas of human rights, civil liberties, and/or environmental protection. This scholarship is a two-year award. At the end of the first year the recipient is required to write a brief report detailing his/her academic experience relating to the internship. Preference will be given to those students whose internship focuses on municipal governments.

Human Development Counseling Scholarships

Funded by alumni, students, and faculty of the program, this award is given to a student who has met all the HDC admission requirements, is committed to counseling as a profession, and is a United States citizen. If the recipient is pursuing school counselor certification, he or she must have a valid Illinois teaching certificate. Preference is given to minority students.

Illinois Community Action Agency Scholarship

Established by the local agency to assist single parents in completing their education, this scholarship also requires that the student have financial need.

Illinois Hispanic Education Foundation Scholarships

Funded by the IHEF to increase access by the Hispanic community to management positions in state government, this scholarship provides financial assistance to eligible students pursuing careers in public administration. Two scholarships are awarded annually to entering degree-seeking students enrolled full-time who are interested in a career in state government, and have leadership skills plus a history of service to the Hispanic community. Preference is given to Hispanic students. Scholarships are renewable for continued enrollment towards the student's degree, based on satisfactory progress and good academic standing – specifically, completion of 24 semester hours during the academic year in which the scholarship is disbursed and maintenance of a minimum cumulative grade-point average of 2.00 for undergraduate students and 3.00 for graduate students.

International Student Grant

This grant is awarded annually to an international student who has made significant contributions to multicultural understanding.

International Student Scholarship

Funded by fundraising efforts of the International Student Association, this scholarship is awarded to a student on a temporary visa who displays exceptional commitment to the advancement of international/cross-cultural education, actively supports the goals and activities of the UIS International Student Association, demonstrates high academic ability, and has financial need.

Hack Kellner Memorial Scholarship

Established by his wife, Janet, to honor the long-time UIS supporter and community leader, this scholarship assists students who have achieved academic excellence and evidenced financial need.

Cynthia S. Levin Memorial Scholarship

Established by Professor Malcolm Levin in memory of his wife, Cynthia S. Levin, an alumna, this scholarship seeks to assist an entering student who is pursuing a master's degree and is enrolled for a minimum of eight semester hours. The recipient must have received an undergraduate degree in a discipline traditionally associated with liberal arts and sciences and must have maintained a minimum grade-point average of 3.00. Preference will be given to mature female students. A graduate of the community arts management program, Mrs. Levin was executive director of the Dana-Thomas House Foundation.

Donna Libri Social Services Award

Established by friends and family as a memorial to the late alumnae, this scholarship is awarded to a mature returning student who plans to work in the counseling field, demonstrates financial need, and exhibits a history of academic excellence and community service. A minimum grade-point average of 3.50 is required. Female students will receive preference.

The Lincoln Academy of Illinois Student Laureate Award

Awarded each year to a senior who is an Illinois resident and who demonstrates

excellence in curricular and extracurricular activities. The Medallion of Lincoln is presented by the governor to the student laureate.

Mabel and Harvey Lynn Scholarship

Established by Chancellor Naomi B. Lynn and her husband, Robert, in memory of his parents, who were long-time Springfield residents, this scholarship seeks to assist a student who has achieved academic excellence.

Bruce A. Magidsohn Memorial Scholarship

Established in memory of Professor Magidsohn, a member of the visual arts faculty, this annual scholarship is awarded to an undergraduate visual arts major whose work demonstrates artistic ability and promise. Application for this scholarship must be made through the visual arts program.

Management Scholarships

These scholarships were established by alumni, students, staff, and faculty of the management program. The scholarships are given to degree-seeking management students who have the potential for leadership and have attained minimum cumulative grade-point averages of 3.00. Financial need will also be considered. The scholarships are renewable up to four semesters, based on continuous enrollment and scholarship criteria. One scholarship will be given to a graduate of Illinois Central College, Lincoln Land Community College, or Richland Community College. The ICC scholarships are made in memory of Bessie Grayson, who was a management student at UIS' Peoria Center, and Beverly Slabaugh, who was the sister of Jana Wise, long-time coordinator of the Peoria Center.

Rand Linton Megginson Memorial Scholarship

Established by R. Norman Megginson in memory of his son Rand, this scholarship seeks to reward a student with a background in agriculture who is a U.S. citizen and a permanent resident of Sangamon, Macon, or Christian county. The student must also be enrolled full time and have a grade-point average of 3.00 or higher. The scholarship is renewable for one year. The student must submit a letter evaluating the benefits of receiving the scholarship to renew the award for the following academic year.

Otis D. Morgan Memorial Scholarship

Funded by memorial gifts in honor of one of the campus' charter faculty, this award is given to a student who plans a career in education and has financial need. Preference is given to minority students from the East St. Louis metro area who have attended a state community college.

Elaine Myers Scholarships

Established by Mrs. Myers, a long-time community leader and supporter of UIS, this scholarship seeks to assist a full-time student who has achieved academic excellence and who has financial need.

Albert and Mozelle A. Narcisse Higher Education Motivation Endowment

Established as a memorial by their son Christopher, this award is given every other year to a student who maintains a minimum grade-point average of 3.50. Preference is given to African-American or African-Hispanic-American males who are U.S. citizens.

Jackie Nixon Science Scholarships

Established by family and friends in memory of Jackie Nixon, a devoted employee for more than 17 years, these annual awards are made to students majoring in biology or chemistry who exhibit leadership potential and commitment to careers in science. The recipients must enroll for eight hours during the fall and spring semesters and have attained a minimum cumulative grade-point average of 3.50.

Paul R. Osborne Accountancy Scholarship

Established by the 1993 accountancy alum, this scholarship is awarded to a full-time student enrolled in the accountancy program with a minimum cumulative grade-point average of 3.50. The recipient must plan on seeking a CPA license and a career in accounting.

Michael Owens Memorial Scholarship

This scholarship was established by Kim Owens to honor her husband, an alumnus of the University of Illinois at Springfield. The student must have financial need. Preference will be given to students who are current or former patients of any St. Jude facility. If there are no applicants who meet this criterion, the secondary condition is that the recipient must have overcome a serious medical obstacle.

Fred J. and Kathryn G. Patton Scholarships

Established through gifts from Kathryn G. Patton, one award is given to a student enrolled in pre-med, pre-law, or public affairs. The recipient must show evidence of social and civic responsibilities. A second scholarship is awarded to a student enrolled in the arts or English program. The recipient must demonstrate a strong value system and the ability to communicate it to others. Each recipient must have attained a minimum cumulative grade-point average of 3.00. The scholarships are renewable for continued enrollment if the recipients continue to meet the criteria of the scholarship.

Phi Theta Kappa Scholarship

This scholarship is available to in-state students pursuing their first bachelor's degree and a full-time course of study. A minimum grade-point average of 3.00 is required. Applicants must have received an associate of arts or associate of science degree and have been members of the Phi Theta Kappa Community College Honor Society. This scholarship is nonrenewable.

Public Affairs Reporting Scholarships

Established by the Illinois Legislative Correspondents Association, these scholarships are awarded to students majoring in public affairs reporting. Each student is evaluated on academic achievement, journalistic potential, and financial need. Scholarships are named to honor James E. Armstrong, former publisher of the *State Journal Register*; Bill Miller, former director of the PAR program; Burnell A. Heinecke, former *Sun Times* bureau chief who headed the ILCA for many years and was instrumental in starting the PAR program; Robert P. Howard, the late *Chicago Tribune* bureau chief; and the ILCA Memorial, named in honor of the many ILCA members who have made contributions to the PAR program. Applications are available through the PAR program.

Walter Putnick Memorial Scholarship

Established by friends and family members in honor of the long-time member of the SSU Alumni Association, this scholarship is awarded annually to an entering or currently enrolled undergraduate accountancy student with clearly defined goals, leadership ability, and a minimum cumulative grade-point average of 3.25.

Rosie Richmond Scholarship

Established by family and friends in memory of Rosie Richmond, this scholarship is awarded annually to an undergraduate English student who aspires to write fiction, with preference given to female writers. Ms. Richmond received a bachelor's and master's degree in literature from SSU and later returned to teach creative writing in the English program. She also co-founded Brainchild, a local women's writing group.

In addition to completing the standard application for private scholarships, applicants for the Richmond scholarship should submit up to five samples of their writing (not to exceed 25 double-spaced pages) directly to the English program by March 1. Submissions may include short stories, excerpts from a novel or creative nonfiction.

Robert C. Roach Prairie Stars Memorial Soccer Scholarship

Established by the Roach family as a memorial to Robert C. Roach, Sr., this scholarship provides funds to a returning varsity athlete at UIS who demonstrates good sportsmanship, leadership, and team spirit. Recipients must have a minimum grade-point average of 3.00. The many friends and associates of Robert Roach contributed funds to endow this scholarship.

The Rotary Club of Springfield Scholarship

This scholarship was established by the Rotary Club to assist a student with educational expenses. The recipient must be a graduate of a Springfield high school.

Maurice W. Scott Scholarship in Public Affairs

Established by friends of Mr. Scott upon his retirement from the Taxpayer's Federation of Illinois after 30 years of public service, this award assists an outstanding community college transfer student who is pursuing a career in public affairs.

Anna May Smith Scholarship

Established to honor Anna May Smith, former professor of management, this scholarship is awarded each year to a female student with financial need. Applicants must have leadership ability and demonstrate academic excellence and the potential to contribute to the advancement of women.

Springfield Area Chapter of the State Universities Annuitants' Association

Established by the local chapter, this scholarship will benefit a full-time undergraduate student who is an American citizen with a declared major in education.

SSU Alumni Association Scholarships

Established by the SSU Alumni Association upon the merger with the University of Illinois in 1995, these scholarships are awarded annually to a full-time student and a part-time student with minimum cumulative grade-point averages of 3.25. Students will also be judged on their statements of personal interest.

Staff Scholarship

Established through fundraising efforts of the UIS Staff Advisory Council, this scholarship is open to staff employees of UIS, their spouses or dependents. The employee must have worked for UIS half-time or more for at least two years at the time the scholarship is awarded. The merit committee will assess applications, with weight given to the statement of personal interest. The recipient must also have attained a minimum cumulative grade-point average of 3.00.

W. Williams Stevens, Jr. Scholarship

Established as a memorial to Professor Stevens by friends and family members, this scholarship is awarded annually to a student enrolled in the Graduate Public Service Internship Program who has demonstrated superior performance as an intern.

Mark Vasconcelles Scholarship

Established by friends and colleagues in memory of the campus' public information officer, this scholarship is awarded to a student who has maintained a minimum 3.00 grade-point average and demonstrated personal development and a commitment to improving the quality of life in the community.

Kent and Gail Weber Scholarship

Established by 1990 alums, this scholarship is given to an entering graduate or undergraduate student who is a U.S. citizen with a permanent address outside central Illinois and who will be studying business or management.

James C. Worthy Endowment

Established by former faculty member James C. Worthy to encourage high-quality senior papers, this award is given annually at the honors convocation to the management student submitting the best senior paper as determined by the program faculty.

Cornelia S. Hodges - ZONTA Scholarship

Established by the ZONTA Club of Springfield, this scholarship is awarded to a student in the gerontology program who has demonstrated financial need and attained a minimum cumulative grade-point average of 3.50. Preference is given to female students. The scholarship is renewable if the recipient meets the criteria of the scholarship.

Application Procedures for Financial Assistance

To be awarded most types of state, federal, and institutional need-based financial assistance, students must complete the following steps.

1. Obtain a UIS Application for Financial Assistance from the Office of Student Financial Assistance, complete and return it to OSFA.

2. Complete the Free Application for Federal Student Aid **or** the Federal Renewal Application, indicating UIS (school code 009333) as a school choice.

The FAFSA may be obtained from OSFA or it can be accessed and submitted via the Internet. The Federal Renewal Application is sent by the U.S. Department of Education to students who applied for federal assistance the previous academic year. Both forms include instructions for mailing to the federal processor. The processor will send the results directly to UIS and, for Illinois residents, to the Illinois Student Assistance Commission, initiating a state application. If you are eligible to use the Federal Renewal Application but do not receive one, you must use a FAFSA to apply.

3. Be fully admitted as a degree-seeking student to UIS.

4. Enroll in at least six hours that lead to a degree.

5. Make satisfactory academic progress measured by completion rate, GPA, and maximum time frame. (Applies to returning students only.) A copy of the Satisfactory Academic Progress Policy can be obtained from OSFA. These standards are established by the U.S. Department of Education and may differ from the academic policies of the University.

6. Respond to any request for information from OSFA. As a result of applying for federal assistance, students may be cited by the federal processor or state agency for additional documentation requirements.

Critical Dates Affecting Financial Assistance

Applicants for need-based assistance should be aware of the following dates:

- March 1 – Application for fall semester assistance should be initiated to ensure consideration for all forms of aid.
- May 1 – Applications should be complete (including results of needs analysis) to ensure consideration for all forms of assistance for fall semester.
- October 1 – Application deadline for spring semester to ensure consideration for all forms of financial assistance
- April 15 – Application deadline for summer term



Transfer Credits at the Graduate Level

Graduate Studies



Graduate Studies

Graduate Admission

Individuals with bachelor's degrees from regionally accredited colleges and universities are eligible to apply for admission to graduate study at the University of Illinois at Springfield; applicants for admission to the doctorate in public administration must also hold a master's degree. Full admission to graduate studies may be granted to students who have earned a baccalaureate degree with a minimum undergraduate grade-point average of 2.50 on a 4.00 scale and who have met all specific program requirements. Programs may require higher grade-point averages. Refer to the individual program sections of this catalog for information on specific program requirements.

Conditional admission may be granted by a program to someone with less than the required GPA with the additional requirement that the student complete a certain number of semester hours at UIS (exclusive of prerequisites) with a grade-point average of no less than 3.00. If conditional admission is granted, the program will specify which courses must be completed.

General Procedures

Prospective students should write to the Office of Enrollment Services, University of Illinois at Springfield, P.O. Box 19243, Springfield, IL 62794-9243, to request an application form. The toll free number is (800)252-8533.

To receive maximum consideration for graduate admission, an application and previous transcripts should arrive at least three months before the beginning of the term in which the student plans to begin course work. Some academic programs have earlier deadlines for applications. Refer to individual sections in this catalog for specific program requirements. Graduate applicants must submit all college/university transcripts including verification of the bachelor's degree as well as transcripts of all graduate work taken beyond the bachelor's degree.

For further information, see registration procedures, pp. 48-52.

English Language Proficiency

All students whose native language is not English are required to take an English proficiency test on campus. Test results do not affect admission to UIS but will be used to determine the need for an English as a Second Language (ESL) class. This examination is waived ONLY for those individuals with a U.S. education (an associate of arts or science degree or those who demonstrate a solid preparation in an area of liberal arts).

Matriculation into a Graduate Program

In accord with general campus policy, each degree program has established admission requirements, all of which are outlined in the program statements in this catalog. An applicant for admission should indicate his/her intended major and include specific materials required for admission to the major program. The application will be processed by both the program and UIS, and notice will be forwarded to the student. The Graduate Record Exam (GRE) or the Graduate Management Aptitude Test (GMAT) may be required by some graduate programs. (See the program admission requirements.)

Transfer Credit at the Graduate Level

The Residency Requirement

The University of Illinois at Springfield may accept up to 12 semester hours of graduate-level work completed at other accredited institutions. However, only those credit

hours with a grade of B or better that are accepted for transfer by the program will be accepted by UIS. Request to transfer credit for courses bearing a grade such as P (pass) or CR (credit) must be supported by certification from the institution or instructor that the student's work was of at least B quality.

Time Limit on Transfer Credit

All transfer credit to be applied to the graduate degree must have been earned within five years of the first graduate course taken at UIS in pursuit of that degree. Exceptions to the provisions of this policy may be granted by programs on a case-by-case basis.

Non-degree Seeking Students

Persons with a bachelor's degree may enroll for courses at UIS as non-degree seeking students. These graduate students normally take one class per semester and are asked to define their educational goals before exceeding 12 semester hours. Students who then choose to become degree candidates must complete regular admissions procedures, including acceptance into a degree program.

When formal admission is granted, course work completed as a non-degree seeking student is evaluated by the relevant academic program and may or may not apply toward graduation requirements. UIS accepts a maximum of 12 semester hours of such credit toward a graduate degree. A non-degree declaration form must be on file to continue enrollment as a non-degree student beyond 12 hours.

Credit for Prior Learning

Credit for prior learning enables qualified graduate students to receive academic credit for college-level learning acquired outside the classroom. For additional information, see p. 41.

Admission for International Graduate Students

The campus seeks to maintain a cosmopolitan atmosphere consistent with its focus on literacy, public affairs, problem solving, and lifelong learning. To that end, the University of Illinois at Springfield admits international students whose academic preparation and educational and personal goals indicate they will be successful in completing the curriculum.

Applicants for graduate study must have completed the equivalent of a bachelor's degree earned in the United States prior to the term for which they are applying. A bachelor's degree earned abroad may not be equivalent to a bachelor's degree earned in the United States.

Full admission to graduate study requires a minimum undergraduate grade-point average equivalent to a U.S. GPA of 2.50 on a 4.00 scale and completion of all program-specific admission requirements. Applicants should refer to the individual program sections of this catalog to determine if a program has special requirements for admission. An I-20 AB or IAP 66 certificate of eligibility cannot be issued to an applicant until he/she has been accepted by a program and all required documents have been received.

Applicants applying from abroad whose native language is not English must submit official international TOEFL scores. A score of not less than 550 (575 for doctoral study) will fulfill the English proficiency requirement for graduate admission. Refer to specific program requirements; some programs may require a higher TOEFL score.* All students whose native language is not English are required to take an English proficiency test on campus the week before registration. Test results do not affect admission to UIS, but will

be used to determine the need for an English as a Second Language (ESL) class.

Applicants who hold a United States bachelor's degree with a GPA of 2.50 on a 4.00 scale or higher are not required to submit international TOEFL scores. (See program statements for any additional proficiency requirements.)

**Applicants who fail to meet the English language requirement may enroll at an ESL Language Center. Proficiency certification by ESL meets the English language requirement for admission.*

For maximum consideration, foreign student applications should be received by the following dates: fall semester – June 1, spring semester – November 1, summer session – April 1.

For further information, contact the Office of Enrollment Services.

Master's Degree Requirements

General Requirements: Master's Degree

To earn a master's degree from the University of Illinois at Springfield, a student must fulfill the following requirements:

- Meet program matriculation requirements.
- Earn the amount of graduate credit required by the chosen academic program, all but 12 semester hours of which must be earned at the University of Illinois at Springfield.
- When applicable, earn a minimum of four semester hours credit in public affairs colloquia (see individual program information).
- Complete course work with a cumulative UIS grade-point average of at least 3.00.
- Successfully complete the Illinois and United States constitution examinations to satisfy the requirements of Illinois School Code Sec. 27-3. (Need be completed only once at the collegiate level.)
- Complete the program closure requirements.
- Complete the graduation contract.
- Pay a graduation fee of \$25 (subject to change).

Statement of Purpose

A graduate student should develop intellectual autonomy within a chosen field and demonstrate the ability to analyze, synthesize, and evaluate relevant knowledge in that field. The graduate student, furthermore, assumes some responsibility for increasing knowledge within the chosen field.

Graduate education assumes the acquisition of specific content knowledge, including recognition of the significant terminology, facts, theories, issues, findings, and generalizations within the field of study. Graduate study also encompasses comprehension of the intellectual history, methods of inquiry, and standards of judgment used in a given field. Students should also grasp the ethical meanings of research in a discipline or a profession.

A student receiving a master's degree will be able to –

1. Analyze in a logical manner ideas in a field of study by breaking down material into constituent parts, organizing ideas and relationships between ideas, expressing these relationships, recognizing unstated assumptions, distinguishing facts from hypotheses, and distinguishing statements of cause from statements of effect;
2. Synthesize diverse ideas to form an integrated whole relevant to a field of study

by arranging and combining elements and parts into patterns or structures. The parts to be integrated may, to the extent necessary, come from a variety of disciplines;

3. Make judgments about the value of relevant material, including the appropriateness and adequacy of any qualitative and quantitative methods used in its compilation, by employing a standard of internal or external appraisal. In evaluating the accuracy of a communication, a student will use an integration of theories, works of recognized excellence, facts and generalizations germane to a field; and

4. Convey ideas, feelings, and experiences through scholarly writing and discussion with others. The student will be able to develop a proposal or plan of work that includes ways of testing hypotheses, analyzing the factors involved, modifying the hypotheses based on new factors or considerations, and then making generalizations based on findings. The student will then have the ability to communicate both this process and subsequent findings to others.

Master's Degree Programs and Areas of Study

The University of Illinois at Springfield offers 21 master's degree programs. These range from traditional disciplines such as history, economics, and biology to more career-oriented concentrations such as human development counseling and business administration or interdisciplinary programs such as environmental studies or communication. In addition, UIS offers an alternative called the individual option program.

Degree Programs

The University of Illinois at Springfield awards the following degrees:

Accountancy (M.A.)	Environmental Studies (M.A.)
Biology (M.S.)	Gerontology (M.A.)
Business Administration (M.B.A.)	History (M.A.)
Child, Family, and Community Services (M.A.)	Human Development Counseling (M.A.)
Communication (M.A.)	Individual Option (M.A.)
Community Arts Management (M.A.)	Legal Studies (M.A.)
Computer Science (M.S.)	Management Information Systems (M.S.)
Economics (M.A.)	Political Studies (M.A.)
Educational Administration (M.A.)	Public Administration (M.P.A.)
English (M.A.)	Public Affairs Reporting (M.A.)
	Public Health (M.P.H.)

Individual Option Program

The individual option program provides graduate students with a unique opportunity to design their own master's degrees. The program is aimed at students who want to combine areas of study rather than to pursue a traditional discipline or those who want to focus on an area of study not covered in established programs at UIS, but for which faculty competencies and other resources are available.

Generally, individual option degrees are based on broad topics or problems that reflect particular student needs and interests. INO 501 Graduate Colloquium offers students an opportunity to explore and develop particular courses of study. The student works with an advising committee of faculty and peers in preparing a personal degree program.

Persons who wish to pursue a degree in African-American studies, women's studies,

energy studies, or international studies will find the individual option program well suited to their needs.

Graduate Certificate in Public Management Practices

The Graduate Certificate in Public Management Practices offers a certificate of advanced study to students who complete between 12 and 20 hours of graduate-level work in specified areas within the College of Public Affairs and Administration. Students are able to gain substantial expertise without having to pursue full master's degree programs; however, students who are pursuing a master's degree may also enroll in course work that leads to a certificate. The certificate areas of specialization presently include: Public Sector Labor Relations, Environmental Risk Assessment, and Management of Nonprofit Organizations. Brochures detailing content, policies, and procedures for each are available from programs hosting the certificates or from the College of Public Affairs and Administration.

The certificates are designed to provide specialized knowledge and skills required for effective management of public agencies or their subunits. The curricula focus on improving the administrative knowledge and performance of individuals employed at all levels of government and nonprofit organizations.

Admission to the Graduate Certificate Program requires a bachelor's degree (in any major) and completion of an application. Students may pursue a certificate as a post-master's degree option. Admission, advising, and certification of completion are provided by the faculty members who supervise the certificate specializations.

Course prerequisites may be waived upon evidence of advanced career experience. The waiver review process requires the approval of both the supervisor of the certificate program and the dean of the College of Public Affairs and Administration. Proficiency examination, transfer, and prior learning experience are not permitted because of the limited number of courses required and the need for the content of the courses to logically integrate. See p. 303 for course requirements.

Graduate Internships and Experiential Learning

Experiential learning is an integral part of graduate education at the University of Illinois at Springfield. In addition to internships offered through the Institute for Public Affairs, internship/practicum opportunities are offered by many academic programs. Additional information may be obtained from program faculty and from individual program statements in this catalog.

UIS also provides a variety of paid internship opportunities in Illinois government agencies and on campus.

Research at the University of Illinois at Springfield

Conventional research opportunities are available to students in most academic programs. In addition, UIS offers unique opportunities for applied research through its public affairs centers where emphasis is on coordinated, interdisciplinary approaches to problem solving, training, and communication. Many of the UIS internship/fellowship programs are also coordinated by the centers.

UIS cooperates with neighboring universities in meeting doctoral students' needs for research and residency in the Springfield area.

Time Limitation

All graduate credit earned at UIS that is to be applied toward the completion of a master's degree must be taken within six consecutive years from the student's first graduate course at UIS in pursuit of that degree. This does not include transfer credit earned

before the first term of graduate enrollment, credit granted for prior learning, and pre-requisites. However, this time limit does include closure requirements. Exceptions to the provisions of this policy may be granted by degree-granting programs on a case-by-case basis. Programs may grant leaves of absence.

Academic Advising

Following admission to UIS, each fully admitted student is assigned a faculty adviser from the appropriate academic program. Faculty advisers work with students to ensure satisfactory progress toward graduation and toward personal and career goals. Students may change advisers at any time by completing a Request for Change of Graduate Degree Program and/or Academic Adviser.

Recognizing the maturity of graduate students, UIS entrusts each student with substantial initiative in the academic advising process. Students should arrange appointments with their advisers before each registration, particularly their first, and should maintain contact with the adviser throughout their academic studies. It is especially important for students to meet with faculty advisers before the final term of study to ensure that all graduation requirements will be met.

Public Affairs Colloquia (PACs)

The University of Illinois at Springfield features a unique series of courses designated as public affairs colloquia. Each semester several different colloquia are offered, with several objectives in mind: to explore and cultivate an informed awareness of contemporary public issues; to investigate the formulation and implementation of public policy making and to realize its multidisciplinary consequences; to provide a wider understanding through an interdisciplinary approach to these issues; and to foster a sense of community through shared information and intellectual values of how racism, sexism, and/or class discrimination affect public issues and policy. There are no prerequisites for any PAC.

Some master's programs require degree candidates to complete at least four hours of PACs. The choice of a PAC is the student's prerogative; however, students are encouraged to select PACs with a focus outside their major program. Descriptions of PACs are published each semester in the course schedule. Students should check with their programs to determine PAC requirements.

Constitution Requirement

All students must pass an examination on basic principles, documents, and practices of the governments of the United States and the state of Illinois. Credit earned in certain courses at UIS or other colleges may be approved in lieu of a specific examination. This requirement need only be satisfied once at the collegiate level. Nonresident aliens who are returning to their home countries immediately after graduation are exempt from this requirement. For further information, consult the vice chancellor for student affairs.

Master's Closure Requirement

Every master's degree candidate is required to complete a closure exercise demonstrating mastery of some area within the major field of study. The exact nature and format of these exercises are determined by individual programs. All closure exercises must have an identifiable academic focus and must include a written component.

Students are required to be enrolled in at least one semester hour of master's project, thesis, or capstone credit for each fall and spring semester after they have begun their graduate closure exercise until that exercise is completed. On a semester by

semester basis, students requesting and receiving approval for a leave of absence are exempted from the continuing enrollment requirement.

All students should obtain information from their individual programs on closure exercises and the program's policy on continuing enrollment in the closure exercise. (See individual graduate program listings for further information.)

Graduation Contract

The commencement ceremony to award degrees is held annually at the end of the spring semester. However, a graduate student may file a graduation contract during any semester or summer term in which degree requirements will be completed. The student should submit the contract to the Office of Enrollment Services no later than the end of the fourth week of classes during a semester or the end of the third week of classes during a summer term.

The contract must be approved by the student's adviser and the program convener or director. Students may submit graduation contracts for early evaluation during the semester or term before their final term. Contract forms are available in the Office of Enrollment Services.

Second Master's Degree

All program and campus requirements for the master's degree are in effect for students who have previously earned an advanced degree. Credit from a previous degree may not be used for the degree in process. However, the public affairs colloquium requirement is waived for those who have previously completed that requirement at the graduate level.

Doctoral Degree Requirements

General Requirements: Doctor of Public Administration

To earn a doctor of public administration degree from the University of Illinois at Springfield, a student must fulfill the following requirements:

- Meet program matriculation requirements.
- Earn at least 54 doctoral-level hours of course credit with a grade-point average of at least 3.00 and a grade no lower than B in any core doctoral or required research class.
- Complete at least 12 semester hours of dissertation credit. During work on the dissertation, students are required to be enrolled in at least one dissertation credit hour each semester.
- Successfully pass a preliminary examination based on core courses and administered by the Doctoral Program Committee.
- Successfully pass a qualifying examination in the student's area of specialization administered by the Student Supervisory Committee.
- Develop, present, and have approved a dissertation proposal.
- Research, write, and present a completed dissertation to the Student Supervisory Committee, and satisfactorily complete an oral defense of the dissertation.
- Complete a graduation contract and pay the graduation fees.

No more than 12 hours of approved course credit may be transferred to UIS for doctoral credit. Students must earn a B or better in any course considered for transfer.

Students must submit completed application materials by March 30 for consideration for fall admission and by October 30 for consideration for spring semester admission.

Statement of Purpose: Doctor of Public Administration

The mission of the doctor of public administration program is to educate students for careers in high levels of public service in state government and management or for careers in academia. The program emphasizes the theory, analysis, evaluation, and practice of public administration and public policy. Graduates of the DPA program are equipped to contribute and use significant new knowledge about state government and agencies. While the DPA at UIS is primarily a practitioner-oriented degree program, it is also appropriate for individuals who are interested in research and teaching.

The DPA program has the following objectives: (1) to enhance the knowledge, competence, and leadership capacity of managers and professionals in state government agencies and nonprofit organizations; (2) to increase the intellectual and professional resources available to state government and not-for-profit organizations; (3) to increase research and teaching resources in areas of state government and not-for-profit management; (4) to contribute to the national pool of knowledge about state government and not-for-profit administration, policy, and leadership; (5) to enhance the overall public affairs effort of the University of Illinois at Springfield; and (6) to strengthen the field of public administration within Illinois. The program supports a limited number of doctoral research associates.

See p. 284 of the academic program listings for a complete description of the DPA program.

Academic Standards

Academic Load

For purposes of tuition and fees, a student enrolled for 12 or more semester hours of course work during the fall or spring semesters or six semester hours of course work in the summer term is considered a full-time student. Students enrolled for fewer hours are considered part-time.

Any graduate student who wishes to enroll for more than 18 semester hours during the fall or spring semesters or more than eight semester hours during the summer term must submit a student petition form to the Office of Enrollment Services.

A graduate assistant's or doctoral research associate's normal load is 16 to 24 hours for an academic year, usually eight to 12 hours per semester. A graduate assistant may register for four to six hours during the summer term, tuition free. Graduate assistants or doctoral research associates who wish to enroll for more than 24 hours in any academic year must have the approval of the adviser, a program representative, and the appropriate dean.

A student in the Graduate Public Internship program enrolls for nine hours per semester. Interns may enroll for four hours during the summer, tuition free.

Grades/Grading

For general information on grading, credit/no credit, incomplete work, and grade-point average, see pp. 43-45.

Graduation Grade-point Average

Master's students must achieve a UIS cumulative grade-point average of at least 3.00 to receive the master's degree. Doctoral students must earn a B or better in each core doctoral or required research course.

Grades Acceptable Toward Master's Degrees

Master's students may apply a maximum of eight hours of C grades toward a degree, provided that each hour of C is balanced by an hour of A. Individual academic programs determine whether C grades in the concentration requirement are acceptable toward the degree. See program statements in this catalog for details.

Under the credit/no credit option, CR represents work equivalent to a letter grade of B or better for master's students.

Academic Probation and Suspension

Any time a degree-seeking graduate student has a UIS cumulative grade-point average of less than 3.00, the student is placed on academic probation. Courses taken for credit/no credit do not count in calculating this average. Non-degree seeking students are exempt from this policy. In addition, students who accumulate 12 hours or more of incompletes are subject to probation.

Students on academic probation may enroll for up to 12 hours credit in the subsequent semester (six hours in the summer term), provided an Academic Probation Registration form is completed with appropriate signatures. Students placed on academic probation at the end of two successive semesters will be suspended from UIS and must then wait two semesters before petitioning for re-admission. Students with exceptional circumstances may appeal immediately.

For complete details on the University of Illinois at Springfield's academic probation policy, students are encouraged to consult their faculty advisers or the registrar.

Repeating Courses

Graduate students may repeat graduate course work once (excluding master's project or thesis credit) without penalty unless their academic programs do not permit course repeats. The grade and hours earned when the course is repeated will appear on the student transcript. The first grade entry will be deleted from the transcript and will not count in determining the grade-point average. Subsequent repeats can only be recorded as audits, which bear no hours or grade points.

Withdrawal from Courses: Tuition and Fees

For general information on withdrawal from courses, see pp. 46 and 47.

Course Numbering System

Courses numbered 400 through 499 are open to juniors, seniors, and graduate students. Individual professors apply different evaluative standards to and/or require additional work of graduate students in 400-level courses. Courses numbered 500 through 599 are open to master's students and to doctoral students with the permission of their adviser. Additional work and permission of instructor may be required for doctoral students enrolled in non-prerequisite 500 level courses. Courses numbered 600-699 are open to doctoral students. Courses numbered 300 through 399 do not count toward graduate degrees.

Undergraduate/Graduate Concurrent Enrollment

Undergraduate students who are within 16 hours of completing all bachelor's degree requirements may enroll in undergraduate and master's-level graduate courses concurrently. For each course for which graduate credit is requested, students should complete a student petition form to be signed by the course instructor, the graduate adviser, convener, and appropriate dean. Students will be evaluated at the graduate level of expertise and quality. Graduate courses will be designated as such when the bachelor's degree

is granted provided they are not included in the bachelor's degree graduation contract.

For general information on student grievances, student records policy, and plagiarism see p. 48.

Registration Procedures

Specific information regarding the dates and times of registration is published in the course schedule each term. The course schedule lists the current term's courses and gives up-to-date information on registration procedures, tuition and fees, and relevant deadlines. Information in course schedules supersedes similar information in the UIS catalog.

For general information on tuition and fees, residency determination for tuition, mandatory and other fees, course charges, late registration fee, change of courses, auditing courses, veteran students, transcripts, and petition process, see pp. 48-52.

Graduate Financial Assistance

The University of Illinois at Springfield provides or coordinates a number of paid internship opportunities or scholarships for graduate students. These are described below. For additional information on merit and need-based financial assistance for graduate and undergraduate students, see pp. 52-64.

General Graduate Assistantships

Graduate assistantships provide educational experiences related to the student's area of study in UIS' academic or public affairs programs. These on-campus internships offer opportunities to develop and apply skills in research, curriculum development, data analysis, editing, program evaluation, and coordination of special events. Preference will be given to students who have not received a graduate degree within four years of beginning a graduate assistantship. Application deadline is March 15.

Graduate assistants receive a stipend of \$700 a month for the academic year (\$6,300 annually). The stipend is taxable income. GAs work 20 hours per week during the academic year. During each regular semester GAs receive a tuition waiver of 8 to 12 semester hours, for an academic-year total of 16 to 24. GAs who have served one full semester in the academic year preceding a summer session are eligible for 6 semester hours of tuition waiver for the summer term.

For complete information on graduate assistantships, contact the Graduate Assistantship Office in the Division of Academic Affairs, University of Illinois at Springfield, P.O. Box 19243, Springfield, IL 62794-9243, phone (217) 206-6544; e-mail gaprog@uis.edu; or fax (217) 206-7623.

Illinois Legislative Staff Internship Program

Within the Institute for Public Affairs, the Illinois Legislative Studies Center operates the Illinois Legislative Staff Internship program. This program provides outstanding students with firsthand experience in the operations of the Illinois General Assembly and opportunities for academic studies and research in legislative politics and policy analysis.

Twenty legislative staff interns are assigned either to the Illinois Legislative Research Unit or to one of four leadership staffs of the General Assembly. The program lasts 10/2

months and requires full-time work in the assigned office. Interns receive graduate credit for a two-semester intern seminar. Students with a baccalaureate degree in any academic discipline are eligible to apply for an internship, provided their undergraduate academic records are of high quality.

Legislative staff interns receive tuition and fees for eight hours of required graduate courses and \$1,850 a month in compensation.

Applications are due March 1 each year. For materials and further information, contact the intern program coordinator, Legislative Studies Center, University of Illinois at Springfield, P.O. Box 19243, Springfield, IL 62794-9243.

Graduate Public Service Internship Program

The Graduate Public Service Internship program is designed to provide professional development experience during a 21-month period for graduate students interested in pursuing careers in Illinois government. (Any student who has already completed an advanced degree is not eligible for a GPSI internship.) Interns enroll in an appropriate UIS graduate program and work 20 hours per week in a sponsoring state agency during the regular academic year (full time during summer months). Interns receive a stipend of \$800 per month during the academic year (\$1,600 per month during the summer) and an allowance for professional development travel. Interns also receive a waiver for nine credit hours of tuition per semester during the regular academic year. During the intervening summer, interns receive a waiver for four credit hours.

Applications must be received by March 15 and are first screened by a faculty/staff committee and then forwarded to sponsoring agencies, which make final selections. Placements are completed in the spring and summer for agency assignments that typically begin between July 1 and August 16.

There are other scholarship awards specifically designated for GPSI interns: the Nelson Howarth Scholarship (former mayor of Springfield) and the W. Williams Stevens Jr. Scholarship (former director of the GPSI program). For complete information, contact the Graduate Public Service Internship program, PAC 412, University of Illinois at Springfield, P.O. Box 19243, Springfield, IL 62794-9243.

Whitney M. Young Fellowship Program

This program is a memorial to the late Whitney M. Young, Jr., a former executive director of the National Urban League, educator, and social activist. The program is aimed at increasing opportunities in graduate education for highly self-motivated under-represented minority students. Fellows have opportunities to assist faculty in research projects and to assist academic programs, public affairs centers, and campus units in fulfilling their missions. Opportunities also exist for internships with government agencies, community organizations, and businesses. The program is designed to complement graduate work with research and scholarship in the area of public policy and public affairs.

African-American, Hispanic-Latino, and American Indian students who have completed undergraduate degrees with a minimum GPA of 3.00 (on a scale of 4.00) and who are accepted into a graduate program at University of Illinois at Springfield are eligible for Whitney M. Young, Jr., fellowships. The application deadline is March 1.

Fellows are paid a monthly stipend of \$775 during the academic year, from mid-August to mid-May. A tuition waiver is granted for 8-12 hours per semester. Fellows must register for and complete no less than eight credit hours per semester. Fellows may receive a monthly stipend of \$775 and a tuition waiver for up to six semester hours of credit during the summer term. All academic work for the master's degree must be completed within two years from the date of entry into the program.

Fellows must maintain a GPA of 3.00 (on a 4.00 scale) in all 400-500 level courses taken and must meet all requirements of the UIS graduate assistantship office. Fellows are encouraged not to seek other employment.

Public Affairs Reporting Scholarships

Three scholarship programs assist graduate students pursuing careers in public affairs reporting. Each program gives three awards annually, based on academic achievement, financial need, and potential for a career in journalism.

JAMES E. ARMSTRONG SCHOLARSHIP PROGRAM, established in memory of the late James E. Armstrong, publisher of the Illinois State Register and the Illinois State Journal, predecessors of the State Journal-Register in Springfield

ROBERT P. HOWARD SCHOLARSHIP PROGRAM, established by friends of the late Robert P. Howard, former capital correspondent for the Chicago Tribune

ILCA SCHOLARSHIP PROGRAM

Burnell Heinecke Award, established by friends of Burnell Heinecke, former Chicago Sun-Times Statehouse correspondent and former president of the Illinois Legislative Correspondents Association

Bill Miller Award, established by friends of Bill Miller, former director of the public affairs reporting program and a founding member of the Illinois News Broadcasters Association

Memorial Award, established in memory of deceased ILCA members

Interested students should contact the director of the public affairs reporting program, (217) 206-7494.

Doctoral Research Associates

Appointments as a doctoral research associate are available to students in the doctor of public administration program. A limited number of doctoral research associate positions will be available each year to students who are pursuing the DPA degree full time. Doctoral research associates participate in research projects with faculty members individually and through the Institute for Public Affairs. The application deadline to ensure full consideration is March 1 for an appointment beginning with the following fall semester. Applicants must simultaneously apply for admission to the DPA program or must already have been admitted. Doctoral research associates receive a stipend of \$18,000 for the nine-month academic year (\$2,000 per month), plus a tuition waiver for up to 12 hours during each regular semester and up to eight hours in the summer session. For information on doctoral research fellowships, please contact the DPA Program, Office of the Dean, College of Public Affairs and Administration, PAC 440, University of Illinois at Springfield, P.O. Box 19243, Springfield, IL 62794-9243; phone (217) 206-6523; fax (217) 206-6542.



Academic Programs



College of Business and Management • (217) 206-6533

Accountancy
Business Administration
Economics
Finance Concentration
Management
Management Information Systems

College of Health and Human Services • (217) 206-6784

Child, Family, and Community Services
Educational Administration
Gerontology
Human Development Counseling
Nursing
Public Health
Social Work
Sociology/Anthropology
Teacher Education Sequence*

College of Liberal Arts and Sciences • (217) 206-6512

African-American Studies Minor*
Applied Study and Experiential Learning Term
Astronomy-Physics Thematic Activity*
Biology
Chemistry
Clinical Laboratory Science
Communication
Computer Science
English
History
Individual Option
Liberal Studies
Mathematical Sciences
Philosophy Minor*
Psychology
Public Affairs Reporting
Spoken Foreign Language Thematic Activity*
Visual Arts
Women's Studies Minor*

College of Public Affairs and Administration • (217) 206-6523

Community Arts Management
Criminal Justice
Energy Studies Thematic Activity*
Environmental Studies
Health Services Administration
International Studies Minor*
Labor Relations Minor*
Legal Studies
Political Studies
Public Administration
Doctor of Public Administration

*Although UIS does not offer a degree in this area, it does provide a group of courses that are designed to meet the student's unique professional and personal needs. With proper approval of the student's major program, such courses may be incorporated into the required course of study in the student's major, or they may be taken in addition to it. These courses may also be used in the design of a degree in individual option.

College of Business and Management

John Munkirs, Dean

The College of Business and Management offers a wide range of programs to prepare students for challenging careers and positions of leadership in private and public sector organizations.

Like the campus, the college is committed to addressing the needs of both traditional and nontraditional learners, reflecting diversity in both the curriculum and the campus community. The College of Business and Management encourages its faculty to develop innovative approaches to fulfilling these institutional missions.

Consistent with UIS' primary mission of excellence in teaching and learning, the College of Business and Management pursues the following mission and goals:

By creating a personal, interactive, student-centered environment, the college prepares nontraditional and traditional students for careers and positions of leadership in corporate, government, and nonprofit organizations.

Recognizing our campus mandate to serve the higher education needs of the central Illinois region, the college:

- *places the highest priority on excellence in teaching and learning through the continuous enhancement of the curriculum and its delivery; the development of professional competencies, attitudes, and ethics; and attention to the effects of increasing globalization, technological advancements, and diversity in our workplaces*
- *supports faculty development and intellectual contributions through the scholarship of discovery, integration, application, and teaching, emphasizing both applied and instructional contributions*
- *recognizes a responsibility to our campus, local, academic, and professional communities, encouraging outreach and service to promote a sense of personal, public, and social responsibility*

Degrees, Minors, and Concentrations

Students in the College of Business and Management may earn undergraduate degrees in accountancy, business administration, economics, and management. The college offers master's degrees in accountancy, business administration, economics, and management information systems. Undergraduates may also earn a minor in accountancy, general business, economics, and management information systems. A concentration in finance is available to all undergraduates in the college.

Accreditation

The College of Business and Management is in candidacy status with the American Assembly of Collegiate Schools of Business. AACSB accreditation promotes continuous improvement in quality in collegiate schools of business. This association is recognized by the National Association on Accrediting as the highest official collegiate accrediting agency for business education at the undergraduate and graduate levels.

Accountancy

B.A. / M.A.

Faculty – Leonard L. Branson, Carol Jessup, Bonnie Moe, John S. Nosari, David R. Olson, Donald F. Stanhope, John C. Stroope

Adjunct Faculty – R. Stephen Scott

Departmental Goals and Objectives

The department of accountancy offers both the bachelor's degree and the master's degree. The overall goal of the department is to prepare students for challenging careers and positions of leadership in both the private and public sectors. Consistent with the College of Business and Management's mission, the specific objectives of the department are: (1) to create a professionally oriented learning environment in which disciplinary competencies and professional ethics develop and grow, (2) to emphasize conceptual knowledge and the development of analytical and problem-solving skills, (3) to nurture a sense of personal, professional, and social responsibility, and (4) to serve as an information resource and a networking hub for students, alumni, employers, and professional organizations.

Advising

New students in either the B.A. or M.A. program must contact a department faculty member for initial advising in planning a program of study that is responsive to their interests and satisfies degree requirements. A student may choose another accountancy faculty member as his or her adviser at any time, if the new adviser agrees.

The Bachelor's Degree

The bachelor's program prepares students for careers in public accounting, business, government, and nonprofit organizations. The objectives of the program are to develop technical competen-

cies in each of the major areas of accounting – financial, managerial, auditing, and taxation – and to provide students with the educational qualifications needed to attain professional certifications (e.g., certified public accountant, certified management accountant, certified internal auditor). To become a CPA, students will soon need to meet the new 150-hour requirement discussed below.

The 150-hour Requirement

The educational requirement for first-time candidates to sit for the Uniform CPA Examination will increase from 120 semester hours to 150 semester hours effective with the May 2001 exam. Candidates who have taken the exam previously can continue to sit under the requirements in effect when they first took it. Also effective with the May 2001 exam, first-time candidates must have a minimum of a bachelor's degree with an accounting concentration or its equivalent as determined by the Illinois Board of Examiners. Students who expect to be first-time candidates in 2001 or later should consult with a faculty adviser to ensure that they meet the new requirements.

Foundation Knowledge/ Entrance Requirements

All departments in the College of Business and Management require foundation knowledge in the following four areas: accounting, economics, mathematics and statistics, and behavioral science. At least 50 percent of the 120 semester hours required for graduation must be in gener-

al education courses. Each student must develop a degree plan with his or her adviser that meets this and all program and UIS requirements.

The accountancy department requires the following courses to be successfully completed before full admission is granted: (1) principles of accounting I and II, (2) college algebra, (3) business calculus, and (4) a behavioral science course (i.e., psychology, social psychology, sociology).

Students are also strongly urged to successfully complete the following required courses as part of their first 60 hours: (1) micro- and macro-economics, (2) descriptive statistics, and (3) computer applications. Deficiencies in these three areas of course work can be satisfied at UIS for elective credit by completing the following courses: ECO 315 Economics for Administration, ECO 313 Statistics for Business and Economics, and CSC 317 Software Packages

Department Requirements

A bachelor of arts degree with a major in accountancy requires 60 semester hours of upper-division course work, distributed as follows:

Accounting core	24 Hrs.
Quantitative and computer science topics	8 Hrs.
Economics and administration topics	8 Hrs.
Electives	8 Hrs.
UIS requirements	<u>12 Hrs.</u>
Total	60 Hrs.

Accounting Core

All accounting majors are required to complete the following courses to ensure basic technical competencies in each of the major areas of accounting: ACC 321 Intermediate Accounting I, ACC 322 Intermediate Accounting II, ACC 323 Advanced Accounting, ACC 334 Cost Accounting Concepts, ACC 433 Managerial Accounting, ACC 443 Federal Income Taxation, and ACC 464 Auditing Concepts and Responsibilities.

Community college transfer students

who have recently completed, with a grade of B or better, six semester hours of intermediate accounting and three semester hours of cost accounting before enrolling at UIS may elect to waive these particular core requirements and substitute other courses. All other core courses must be taken at the upper-division level.

Accounting Electives

The following accounting electives enable students to study in depth those aspects of accounting which are of particular interest to them or which are specifically relevant to their career objectives: ACC 424 Commercial Law, ACC 454 Governmental and Nonprofit Accounting, and ACC 474 Advanced Theory and Practice.

Quantitative Methods and Information Systems Topics

Accounting information systems in nearly all organizations are now computer based. The measurement and analysis of accounting data are increasingly characterized by the use of statistical methods. Building on the department entrance requirements, students are required to successfully complete eight hours of advanced work in quantitative methods and computer science. Examples of courses that may be taken to satisfy this requirement include ACC 435 Accounting Information Systems, ACC 465 Information Systems Auditing, MIS 352 Principles of MIS, MIS 423 Decision Support Systems, MIS 424 End User Systems Development and Implementation, BUS 322 Operations Management, ECO 314 Quantitative Methods for Business and Economics, and ECO 413 Econometrics. Undergraduates with senior status may also consider MIS 502 Technical Foundations of Information, MIS 513 Management Information Systems, and MIS 523 Managerial Decision Support Systems.

This requirement provides students with the conceptual knowledge needed to communicate effectively with operations research and systems specialists, assimilate applications in the literature of

accounting, and participate in the development of computer-based accounting information systems.

Economics and Administration Topics

Careers in accounting, whether in public service with federal or state accounting and auditing organizations, in public accounting firms, or in industry, require extensive interaction with government and business organizations. Therefore, a minimum of eight hours of advanced work in economics and administration topics is required. Since most students will have taken some lower-division work in these areas, specific courses are not required. Rather, courses should be selected to complement each student's previously acquired knowledge and career interests.

Examples of courses that may be taken to satisfy this requirement include ECO 301 Intermediate Microeconomics, ECO 302 Intermediate Macroeconomics, ECO 335 Money, Banking, and Financial Markets, ECO 456 Public Finance, ECO 461 Industrial Organization, and BUS 302 Principles of Financial Management. Other business (BUS) and management (MGT) courses also satisfy this requirement. For detailed information, see course descriptions.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS general education requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. This must include at least four hours in each of at least two of these areas. See pages 39-40 for a full description of this requirement.

Accountancy Minor

To earn a minor in accountancy, students must complete a minimum of 22 semester hours, at least eight hours of which must be upper-division course work taken at the University of Illinois at Springfield. Prerequisite courses include six hours of elementary accounting and

six hours of economics (micro and macro). Core courses are ACC 321 Intermediate Accounting I and ACC 334 Cost Accounting Concepts. A four-hour accounting elective is also required. A minimum GPA of 2.00 (on a 4.00 scale) in accounting course work is required for the accountancy minor. Students should consult with a department faculty member to ensure that the requirements for a minor are met.

Concentration in Finance

The College of Business and Management offers an undergraduate concentration in finance that allows students to study in-depth the theory and practice of the field of finance as it relates to financial institutions, investments and portfolio analysis, corporate financial decision making, and the interplay between the financial world and the economy. Additional information on the finance concentration can be found on page 109.

The Master's Degree

The M.A. degree in accountancy is specially designed for students who are interested in pursuing careers in the public sector. UIS' location in the state capital, combined with strong faculty credentials, provides students with an uncommon opportunity to prepare for careers in public sector accounting, auditing, and fiscal management. The M.A. program curriculum also serves the needs of students who wish to pursue careers in public accounting, taxation, business, and nonprofit organizations.

The specific objectives of the program are: (1) to enhance the quality of governmental accounting and auditing services by offering a graduate program designed specifically for students interested in careers in the public sector; (2) to serve the professional development and continuing education needs of accountants working in governmental and nonprofit institutions, public accounting, and business organizations in central Illinois; (3) to serve students who want to study

accounting after obtaining a B.A. in another field; and (4) to provide undergraduate students of accounting with an opportunity to develop broader competencies in accounting and related topics.

Entrance Requirements

The M.A. program builds on the core competencies typically required of undergraduate accounting majors. Thus, knowledge of accounting principles, college algebra, economics, and business calculus is required for admission into the program. Competency in the following core requirements of the B.A. program in accountancy is also required: ECO 313 Statistics for Business and Economics, CSC 317 Software Packages, ACC 321 and 322 Intermediate Accounting, ACC 334 Cost Accounting Concepts, and ACC 464 Auditing Concepts and Responsibilities. A minimum GPA of 3.00 (on a 4.00 scale) in accounting prerequisite courses is required for admission.

Credits earned in these topics do not count toward satisfaction of master's program requirements. Students will be admitted to the department conditionally until all the above requirements are completed.

Department Requirements

In addition to satisfying general UIS requirements, candidates for the M.A. degree in accountancy must complete 36 semester hours distributed as follows:

Accounting Topics	20 to 24 Hrs.
Economics and Administrative Topics	8 to 12 Hrs.
Research Methodology	4 Hrs.

Accounting Topics

All students must take a minimum of 20 hours of accounting course work, selected on the basis of previous background and career objectives. Because of the public sector thrust of the program, students are required to take ACC 454 and ACC 521. A minimum of 12 hours must be selected from 500-level courses.

Students selecting any 400-level course for graduate credit must complete an additional project focusing on a current accounting issue identified with specific course content.

Research Methodology

The ability to understand, appreciate, and critically analyze the increasing amount and diversity of accounting, business, and governmental research is a necessary part of advanced professional education in accountancy. The research methodology requirement must be satisfied by completing BUS 521 Research Methods and Statistical Analysis.

Economics and Administrative Topics

Careers in professional accountancy require extensive interaction with governmental and business organizations; therefore 8 to 12 hours of graduate work in economics and administration topics are required. Since most students in the program will have taken a number of undergraduate courses in economics and administration, specific courses are not required. Rather, the courses selected should be at an advanced level and should complement the student's previously acquired knowledge and career interests. Students may select graduate course work from the following programs to satisfy this requirement: management information systems, business administration, economics, and public administration.

Graduation Requirements/ Master's Closure

Students must satisfy all UIS graduation requirements and complete a master's project. Although the master's project requirement is satisfied only by successfully completing ACC 521 Advanced Governmental and Nonprofit Accounting, the master's project topic may be in any area of accounting in which the student has completed advanced course work and where the topic and research propos-

al have been approved by the faculty. Campus policy requires that students be enrolled in at least one semester hour of master's project credit for each semester after they have begun their graduate closure exercise until that exercise is completed. For accountancy students, this means that if the project is not completed during the initial four-hour enrollment in ACC 521, students must register to audit the course for one credit hour in all subsequent semesters until the project is completed.

Continuing Professional Education

UIS' College of Business and Management is officially recognized by the state of Illinois as a sponsor of continuing professional education (CPE) courses for accountants. Information about specific courses and CPE credit may be obtained by calling the accountancy department at 206-6541.



Course Descriptions

ACC 321 Intermediate Accounting I (4 Hrs.)

Development and application of accounting theory to issues related to financial statements, assets, liabilities, and measurements of income. Special topics include statement of cash flows, revenue recognition, and corporate formation. Prerequisites: Principles of accounting, or equivalent, and familiarity with electronic spreadsheet applications.

ACC 322 Intermediate Accounting II (2 Hrs.)

Development and application of accounting measurement and reporting issues related to financial statements. Special topics include accounting for income taxes, pensions, leases, and price-level and current-value accounting. Prerequisite: ACC 321.

ACC 323 Advanced Accounting (4 Hrs.)

Application of accounting concepts and principles to a variety of business problems and forms of business organizations, including partnerships and their formation, operation, and dissolution; business combinations and reorganizations; intercorporate investments; and consolidations. Prerequisite: ACC 321.

ACC 334 Cost Accounting Concepts (2 Hrs.)

Development and application of cost accounting principles and procedures related to job-order costs, process costs, standard costs, accounting for overhead, and variance analysis. Prerequisite: Principles of accounting, or equivalent.

ACC 424 Commercial Law (4 Hrs.)

Treatment of legal problems inherent in business transactions and their accounting and auditing implication. Emphasizes CPA examination in law (i.e., contracts, commercial paper, and the Uniform Commercial Code). Prerequisite: Principles of accounting, or equivalent.

ACC 433 Managerial Accounting (4 Hrs.)

Systematic and formalized approaches to planning, coordination, decision making, and control functions of business management used to minimize expenses and maximize profits consistent with social and other responsibilities of management. Study of long-range and short-range profit planning, including preparation of forecast financial statements and methods of analysis. Prerequisite: ACC 311, or equivalent.

ACC 435 Accounting Information Systems (4 Hrs.)

Information system concepts, computer technology, system analysis, design, and application to computer-based accounting systems that provide adequate internal control. Prerequisite: ACC 321.

ACC 443 Federal Income Taxation (4 Hrs.)

Basic concepts of federal income taxation as they apply to individuals, corporations, and partnerships; study of current tax legislation and its consequences for social and economic aspects of society. Prerequisite: Principles of accounting, or equivalent.

ACC 454 Governmental and Nonprofit Accounting (4 Hrs.)

Major concepts, principles, and objectives of accounting for governmental and other nonprofit entities with major emphasis on external reporting issues, including analysis of published financial statements. Prerequisite: ACC 321.

ACC 464 Auditing Concepts and Responsibilities (4 Hrs.)

Role of the attest function in society and knowledge of concepts and techniques underlying the audit process. Includes historical evolution of the attest function; professional responsibilities and ethics; auditing standards; legal liabilities; the audit process, reports, and opinions. Prerequisites: ACC 322 and ACC 334. See ADP 421.

ACC 465 Information Systems Auditing (4 Hrs.)

The study of auditing in an integrated EDP system

environment. Topics include audit implications and considerations of the auditee's internal control environment, the control environment within the EDP department, controls and considerations in regard to systems development, application controls, security of distributed data processing systems, client server environment, and the applications of general audit software packages. Prerequisites: ACC 464 and ACC 435 or MIS 352 or MIS 423 or MIS 424.

ACC 474 Advanced Theory and Practice (4 Hrs.)

Accounting theory and practice underlying asset and liability valuation and income measurement. Research studies and opinions of the APB and FASB. Developments in corporate financial reporting and disclosure requirements. Prerequisite: ACC 323.

ACC 508 Controllership and Fiscal Management (4 Hrs.)

In-depth study of the planning and control functions as they relate to government, other not-for-profit entities, and industry. Topics and cases will cover asset management, capital budgeting, operational budgeting, responsibility accounting, and human resource implications. Prerequisite: ACC 433.

ACC 512 Operational Auditing (4 Hrs.)

Designing operational audit programs and audit need surveys; managing the internal audit function; emphasis on the role of operational auditing in assessing management effectiveness in government, other not-for-profit organizations, and industry. Prerequisite: ACC 464.

ACC 514 Seminar in Internal Auditing (4 Hrs.)

Introduction to history and development of internal auditing. Topics include control concepts; performing the preliminary survey; audit programs; field work; deficiency findings; working papers; computer-assisted auditing; audit reports, reviews and replies; employee and management fraud; and dealing with people. Prerequisite: ACC 512.

ACC 521 Advanced Governmental and Nonprofit Accounting (4 Hrs./1 Hr.)

Critical analysis of the major conceptual literature in accounting and financial reporting for governmental and nonprofit entities, including such topics as disclosure quality, financial analysis, and benefit-cost analysis. Major research project in governmental-nonprofit area required. Prerequisite: ACC 454. **Note:** If the project is not completed during the initial four-hour enrollment, students must register for one credit hour on an audit basis in all subsequent semesters until the project is completed.

ACC 522 Seminar in Accounting Theory (4 Hrs.)

Objectives of financial accounting and reporting for business and non-business entities presented. Various theories of income measurement and asset valuation studied and compared. Prerequisite: ACC 322.

ACC 524 Advanced Auditing (4 Hrs.)

Issues and developments relating to the attest function, including proposals for its extension; audit approach and scope considerations; report writing; auditing EDP systems; governmental auditing. Prerequisite: ACC 464.

ACC 542 Accounting and the Public Interest (2 or 4 Hrs.)

Seminar on ethical and social issues in corporate social accounting theory, regulatory issues, reforms, and legislative proposals; the Corrupt Practices Act; accountant's legal liability - professional standards vs. court decisions.

ACC 544 Advanced Corporation and Partnership Taxation (4 Hrs.)

Tax factors affecting business decisions of corporations and partnerships; special problems in reorganizations and liquidations. Advanced development of basic concepts introduced in ACC 443; includes a major project in corporate or partnership taxation. Prerequisite: ACC 443, or equivalent.

ACC 546 Advanced Federal Taxation (4 Hrs.)

Advanced topics in taxation with major emphasis on the development of tax research skills. Other topics include estates, gifts, and trusts; tax planning; and practical training in the functions of a tax professional practitioner in today's business environment. Includes a number of major tax research projects. Prerequisite: ACC 443, or equivalent.

ACC 550 Professional Education and In-Agency Seminars (1 to 4 Hrs.)

A maximum of four hours credit may be earned by attending professional education seminars and courses on accounting topics. To receive credit, the student must submit a proposal containing a topical outline and bibliography for approval by the program faculty before attending and prepare a project paper after attending.

ACC 561 Thesis (1 to 4 Hrs.)

Students who want to make a detailed study of a particular topic of interest may, with adviser assistance and approval, choose this option in lieu of a 500-level course in accounting. Prerequisite: BUS 521, or ADP 503, or equivalent.

Service Courses

(not accepted toward satisfaction of accountancy department requirements)

ACC 311 Administrative Uses of Accounting Information (4 Hrs.)

For students whose objectives are to develop an understanding of uses of accounting information for planning, control, and decision making. Emphasizes accounting processes and measurements; significance and limitations of financial statements; managerial accounting concepts and applications.

ACC 505 Financial Management for Nonprofit Organizations (2 or 4 Hrs.)

Financial statements, financial planning and

budgeting, cash management and control, fund accounting, accounting systems and reports, cash vs. accrual accounting, presentation of financial data, financial organizations, and staffing.

ACC 506 Accounting Control for MIS (4 Hrs.)

A study of accounting system design considerations and the use of accounting as a means of organizational control. Topics include internal control, accounting systems life cycle, cost of capital, capital budgeting, operational budgeting, responsibility accounting systems, break-even analysis, and cost accounting systems. Prerequisite: ACC 311, or equivalent.

Business Administration

B.B.A. / M.B.A.

Faculty – Daniel J. Gallagher, Richard Judd, Moshe Levin, Ardeshir Lohrasbi, Paul McDevitt, David O’Gorman, John Palmer, Mark Puclik, Kimberlee Snyder, Robert Wright

Departmental Goals and Objectives

The department of business administration offers both the bachelor of business administration and the master of business administration degrees. The department is designed to help students develop an understanding of the business enterprise, with emphasis on the role and function of business operating within a societal context. The department provides flexible curriculum options for students who work and those who transfer directly from another college.

The major objectives of the department are: (1) to develop competencies in the functional areas of business; (2) to create an understanding of how these business functions work together to form an efficient business operation; and (3) to orient students to the changing internal and external environments within which organizations function and to sensitize students to the importance of responsible, ethical management of organizations within this environment.

Advising

A student is assigned an adviser on entry into either the B.B.A. or M.B.A. program. The student should consult with that adviser before initial registration to ensure a course of study that meets both personal objectives and the degree requirements stated in the campus catalog. Elective course work should be planned with the adviser to enhance a student’s particular interests and skills. A student may select another adviser by completing the appropriate form.

The Bachelor’s Degree

The Bachelor of Business Administra-

tion degree is designed to prepare students for responsible positions in various types of business enterprises. Students may complete their course work during the day or through evening classes at the Springfield campus. In addition, some classes are offered in other locations in central Illinois.

The B.B.A. program objectives are to: (1) create a learning environment that fosters competencies in the functions of marketing, finance, human resources, and production/operations management; (2) provide learning experiences in which the separate business functions are integrated; (3) develop an understanding of the broader environment in which business operates (e.g., social, economic, political/legal, technological, ethical, and competitive dimensions); and (4) develop an understanding of how businesses survive and prosper in a rapidly changing environment.

Foundation Knowledge/ Entrance Requirements

All departments in the College of Business and Management require foundation knowledge in the following four areas: accounting, economics, mathematics and statistics, and behavioral science. At least 50 percent of the 120 semester hours required for graduation must be in general education courses. Each student must develop a degree with his or her adviser that meets this and all program and UIS requirements.

Entry to the B.B.A. program requires undergraduate admission to UIS. A candidate must meet the UIS entrance requirements and have completed the appropriate prerequisites, or their equivalents, before taking specific core courses. The

appropriate prerequisites are two courses in accounting (principles I and II), two courses in economics (micro and macro), a course in statistics, a course in computer applications or its equivalent, and an advanced mathematics course such as business calculus or finite mathematics. The approved prerequisite courses offered at UIS are ACC 311, ECO 313, ECO 315, CSC 317, and MAT 315.

These courses do not apply toward the 60 hours of study at the University of Illinois at Springfield. An average GPA of 2.00 (C) or better in the prerequisite courses is required for entry into core courses. Students are encouraged to take course work in sociology, psychology, and communication (both verbal and written) before beginning the B.B.A. program.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

Department Requirements

The B.B.A. degree requires successful completion of a minimum of 60 semester hours of undergraduate credit. Students must meet UIS requirements of 12 semester hours as part of the 60-hour requirement.

Business Core Courses (required)

BUS 302 Principles of Financial Management	4 Hrs.
BUS 312 Principles of Marketing	4 Hrs.
BUS 322 Operations Management	4 Hrs.
BUS 331 Business and Society	4 Hrs.
BUS 341 Principles of Management	4 Hrs.
BUS 351 Human Resource Management	4 Hrs.

Electives

Liberal Arts Elective	4 Hrs.
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General Electives – require prior approval of adviser	12 Hrs.
Business Elective	4 Hrs.

Integrative Course

BUS 483 Business Policy (may not be waived and may not be taken prior to, or concurrently with, core courses)	4 Hrs.
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UIS Requirements	12 Hrs.
Total	60 Hrs.

Electives

Students will have 20 elective hours under this curriculum. Four hours must be taken in liberal arts. Of the remaining 16 hours, at least four must be in business electives.

Concentration in Finance

The College of Business and Management offers a concentration in finance that allows students to study in-depth the theory and practice of the field of finance as it relates to financial institutions, investments and portfolio analysis, corporate financial decision making, and the interplay between the financial world and the economy. Additional information on the finance concentration can be found on page 109.

General Business Minor

Students must complete a minimum of 16 semester hours, at least eight of which must be upper-division course work taken at the University of Illinois at Springfield. Prerequisite courses at the lower-division level include economics I and II, accounting principles I and II, and computer applications. At UIS students may satisfy these requirements with ECO 315 Economics for Administration, ACC 311 Administrative Uses of Accounting Information, and CSC 317 Software Packages. Core courses are BUS 302 Principles of Financial Management, BUS 312 Principles of Marketing, MGT 311 Management Skills and Organizational Behavior, and one other business course with consent of the adviser.

Waiving of Required Courses

With adviser approval, appropriate electives may be substituted for a required course when students have completed equivalent course work with a grade of B or better. These electives must be taken in the disciplinary area in which the required course was waived. Waiver of any course does NOT waive any portion of the 60-hour degree requirement.

Proficiency Credit for Prior Learning or Transfer of Undergraduate Credits

The Office of Enrollment Services performs the initial evaluation of transfer credits, certifying that the courses are acceptable as undergraduate level courses. The final evaluation is made by the Business Administration Admissions Committee. In some instances, the credits accepted by the department may be less than those certified by the Office of Enrollment Services. No more than 30 semester hours of transfer credit, credit for prior learning, or proficiency credit will be accepted toward degree requirements.

Full-time and Part-time Loads

A full-time course load consists of at least 12 credit hours per semester. Registration for more than 16 hours requires adviser approval. Students who work full-time and enroll on a part-time basis should normally enroll for four to eight hours per semester. No distinction is made between full- and part-time students in meeting degree requirements.

Grading Policy

A GPA of 2.00 or better is required for graduation. B.B.A. degree candidates cannot take any course on a credit/no credit or a pass/fail basis. A grade of D will not be accepted for BUS 483 Business Policy; this includes the grades D+ and D-.

The Master's Degree

The master of business administration

degree is designed for students who are interested in acquiring business knowledge and developing managerial skills. Classes are offered in the evening in Springfield. Some classes are also offered on weekends and at other sites in central Illinois. Overall, the goal of the M.B.A. degree is to enhance students' current career potential through enhancement of their understanding and application of traditional and current management thought and practices about the primary functions of a business enterprise in its containing environment. The specific objectives of the M.B.A. degree program are (1) to develop understanding and use of various research methodologies applicable to complex problem solving at a middle-to-top management level of decision making; (2) to understand and use various quantitative tools and techniques applicable to complex problem solving in a business enterprise; (3) to develop an appreciation and use of the professional and research literature as sources of information for expanding student understanding of the functions of the business enterprise, enhancing their knowledge of the conceptual bases of the fields of business, and advancing their skill in business problem solving at the middle-to-upper management levels of the business organization; and (4) to develop individual and team-based skills to enhance self-confidence and develop leadership and cooperative sensitivities involved in a business organization's problem solving.

Entrance Requirements

Admission is granted by the department faculty on the basis of an evaluation of an applicant's complete file. To apply for admission, applicants must arrange to have the following items sent directly to the Office of Enrollment Services: (1) Graduate Management Aptitude Test scores, (2) a complete set of official undergraduate transcripts indicating that the applicant has earned an undergraduate degree from an accredited university, (3) reference forms from three people

who are in a position to judge the applicant's potential for success in graduate work, and (4) a single-spaced essay of no more than two pages outlining the applicant's reasons for considering the degree, how the M.B.A. degree fits in with his/her personal objectives, and short- and long-term goals, as well as any other information that demonstrates the applicant's potential for successful completion of the degree.

Admission to the MBA program will be granted to applicants who have demonstrated potential for success in graduate business studies at UIS. The admissions decision will be based primarily on prior academic achievement, scores on the Graduate Management Admission Test (GMAT), satisfactory references, and an articulate applicant essay.

Prerequisites

Before taking specific courses toward the M.B.A. degree, students must complete all prerequisites for that course. Department prerequisites include ECO 315 Economics for Administration and ACC 311 Administrative Uses of Accounting Information or their equivalents. Computer literacy is also expected. Generally, students complete prerequisites before entry into Phase I course work. However, students may concurrently enroll in Phase I course work during a term as long as all prerequisite course work is completed by the end of that term. Students **will not receive degree credit** for courses taken out of sequence.

Equivalent course work for ECO 315 is two semesters of introductory economics (macro and microeconomics). Equivalent course work for ACC 311 is two semesters of introductory accounting (principles I and II).

Degree Requirements

The M.B.A. degree requires successful completion of a minimum of 48 semester hours of graduate credit. A full-time student entering during the fall semester will normally require a minimum of four

semesters (one and one-half calendar years) to complete the degree. Students entering in the spring semester or summer term normally require up to two calendar years, since course offerings are limited during the summer. A maximum of 12 semester hours of graduate credit taken at another accredited university may be applied toward the minimum 48 semester hours required for the M.B.A. A GPA of 3.00 or better is required for graduation. The M.B.A. core curriculum satisfies the campus' public affairs colloquia requirement.

To complete the M.B.A. degree, students progress through four phases of course work. Phase I course work provides students with applied quantitative and research skills that subsequent course work builds on. To be admitted into Phase I courses, students must have completed or be concurrently enrolled in M.B.A. program prerequisite courses. In no case will credit be awarded for a Phase I course unless these prerequisites have been met or will be completed in the same semester as the course. For students to enroll in BUS 521, they must have completed or be enrolled concurrently in BUS 525.

Phase II consists of functional area course work (i.e., finance, marketing, production and operations management, organizational behavior, and legal issues in business). As a general rule, students must complete all Phase I requirements before enrolling in any Phase II courses. However, students may enroll in BUS 531 and/or BUS 541 as long as they concurrently complete any remaining Phase I course requirements.

Phase III consists of advanced elective course work that builds on Phase II courses. Before enrolling in any Phase III course, students must complete all Phase II prerequisites for that course.

Phase IV consists of the capstone course (BUS 583). Before taking this course, students must have completed all Phase II course work and should have completed at least one-half (eight credit hours) of Phase III course work.

Prerequisites

ECO 315 Economics for Administration	4 Hrs.
ACC 311 Administrative Uses of Accounting	4 Hrs.

MBA Degree Requirements

Phase I courses

BUS 521 Research Methods and Statistical Analysis	4 Hrs.
BUS 525 Quantitative Techniques for Managers	4 Hrs.
<i>Total Phase I</i>	<i>8 Hrs.</i>

Phase II courses

BUS 502 Managerial Finance	4 Hrs.
BUS 512 Marketing Management	4 Hrs.
BUS 522 Production and Operations Management	4 Hrs.
BUS 531 Legal Issues in Business	4 Hrs.
BUS 541 Organizational Behavior	4 Hrs.
<i>Total Phase II</i>	<i>20 Hrs.</i>

Phase III courses

Advanced elective course work. (Note: At least eight credit hours of 500-level BUS elective course work must be taken to satisfy Phase III requirements.)	16 Hrs.
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Phase IV course

BUS 583 Business Strategy	4 Hrs.
<i>Total</i>	<i>48 Hrs.</i>

Closure Requirement

The M.B.A. degree requires completion of BUS 583 with a grade of B (3.00) or better. BUS 583 is the graduate closure course consistent with campus policy concerning completion of a master's degree. Note: A grade of B- is not acceptable in this course.

Transfer of Graduate Credits

The Office of Enrollment Services performs the initial evaluation of transfer credits, certifying that the courses are

acceptable as graduate-level courses. The final evaluation is made by the Business Administration Admissions Committee. In some instances, the credits accepted by the department may be less than those certified by the Office of Enrollment Services. No more than 12 semester hours of transfer credit will be accepted in lieu of degree requirements. A grade of B (3.00) is the minimum required for each course accepted.

Full-time and Part-time Loads

A full-time course load consists of 12 credit hours per semester. Registration for more than 12 hours requires adviser approval. Students who work full time and enroll on a part-time basis should normally take from four to eight hours per semester. No distinction is made between full- and part-time students in meeting degree requirements.

Course Scheduling

The principal mode of instruction is evening courses, although occasional weekend and daytime classes may be offered. Insofar as possible, at least one section of every required course is offered in both the spring and fall semesters. All other courses are offered periodically, subject to the availability of faculty and student demand. Students should not expect any particular course to be offered during the summer and should plan their schedules accordingly.

Grading Policy

To graduate, students must earn an overall GPA of at least 3.00. No more than eight credit hours of C grades (including C+ and C-) may be applied toward the degree. Grades below C- will not be counted toward the degree, but will be used to calculate the grade-point average. In addition, students must earn a GPA of at least 3.00 for all Phase I, II, and IV courses combined. An M.B.A. candidate may not take any courses used for the degree on a credit/no credit or pass/fail basis.



Bachelor's Course Descriptions

(not accepted toward satisfaction of M.B.A. program requirements)

Business Core

(All business core courses and advanced electives have specific prerequisites. Students must have the appropriate prerequisites for each.)

BUS 302 Principles of Financial Management (4 Hrs.)

Introduction to the analysis of financial operations, decision processes, and analytic tools used in the financial management of the business enterprise. Provides special attention to areas of capital budgeting, cost of capital, ethical issues, investment decisions, and working capital management. Prerequisites: ACC 311, CSC 317, ECO 313, ECO 315, and advanced mathematics, or equivalents.

BUS 312 Principles of Marketing (4 Hrs.)

Concepts and practices in contemporary business marketing. The roles, functions, and contributions of marketing are discussed and societal implications of effective marketing explored. Course topics include marketing information systems, marketing segmentation, strategy formulation, pricing, promotion, distribution, product introduction, as well as management and marketing ethics. Prerequisites: ACC 311 and ECO 315, or equivalents.

BUS 322 Operations Management (4 Hrs.)

Introduction to OM techniques including their application to functional areas of the business enterprise and operations control. Topic coverage includes product and production planning, facilities layout and location planning, project evaluation and control, linear programming, waiting line and inventory modeling, production control, and quality planning and control. Prerequisites: CSC 317, ECO 313, and advanced mathematics, or equivalents.

BUS 331 Business and Society (4 Hrs.)

The role of business in our society and the interactions it has with various segments of the society. Specific areas examined include the legal environment; social responsibility of business, political, and social forces; and ethical dilemmas that can occur. Prerequisite: ECO 315, or equivalent.

BUS 341 Principles of Management (4 Hrs.)

Fundamental principles and processes appropriate to understanding of management. Topics include planning, organizing, directing, controlling, and decision making. Prerequisite: ECO 315, or equivalent.

BUS 351 Human Resource Management (4 Hrs.)

Introduction to the field of personnel management. Topics include employment, placement, personnel planning, training and development, performance appraisal, compensation and benefits, labor relations, and legal and ethical issues associated with health, safety, and security. These topics are examined in relation to the operational activities of the profit-seeking business enterprise. Prerequisites: CSC 317 and ECO 313, or equivalents.

BUS 483 Business Policy (4 Hrs.)

Problem solving in business from an upper-management perspective. Interrelationships between the marketing, finance, operations, and human behavior perspectives are addressed, particularly with respect to developing enterprise strategies to attain objectives in the context of the containing environment. Also considered are corporate social responsibility to the individual and society. Prerequisites: All core courses.

Electives

External Environment

BUS 332 Legal Environment of Business (4 Hrs.)

Introduction to the nature and function of law and legal systems and their impact on business. Specific areas of study include private, regulatory, securities, labor, employment, and antitrust law and business organization. Prerequisite: BUS 331, or equivalent.

Finance

BUS 401 Case Studies in Finance (4 Hrs.)

An in-depth study of the major concepts in financial management. Particular emphasis is placed on financial analysis and planning, working capital management, capital investment decisions, the cost of capital, and long-term financing decisions. Prerequisite: BUS 302.

BUS 443 Financial Investment Analysis (4 Hrs.)

Elements of an "ideal" investment, examination and testing of specific investment securities. Considers alternative approaches to management of stock and fixed-income security portfolios. Problems and cases are assigned for analysis. Prerequisite: BUS 302.

BUS 445 Financial Institution Management (4 Hrs.)

An introduction to the financial management of financial institutions. Provides broad knowledge and skills in the practices of commercial bank, pension fund, thrift, insurance, and finance company management. An analysis of the nature, purposes, and objectives of the American financial system is stressed. Topics also include "nonbanks"

and financial regulation/deregulation. Prerequisite: BUS 302.

BUS 446 Capital Budgeting (4 Hrs.)
Examination of the theory and application of a firm's investment in fixed assets and current asset accounts as necessary to support fixed asset acquisitions. Prerequisite: BUS 302.

Marketing

BUS 433 Introduction to Marketing Management (4 Hrs.)
Introduction to marketing management including the establishment of marketing objectives, the identification of target markets, and the development, execution, and implementation of marketing mixes. Prerequisite: BUS 312.

BUS 434 Retail Marketing (4 Hrs.)
Broad overview of retail management and the role of marketing theory in real retail contexts. Concepts covered in this course include strategic retail management, targeting customers and gathering information, choosing a store location, managing a retail business, managing and pricing merchandise, communicating with the customer, and retail strategy and control. Prerequisite: BUS 312.

BUS 435 Sales and Sales Management (4 Hrs.)
Principles of successful professional selling. The management aspect concerns recruitment, organization, motivation, direction, and control of the sales force. Prerequisite: BUS 312.

BUS 436 Marketing Promotions (4 Hrs.)
In-depth study of the major concepts in the promotional aspect of marketing management. Particular emphasis is placed on the elements of the promotion mix (i.e., personal selling, sales promotion, direct marketing, advertising, public relations/publicity) as well as the promotion planning process and the development of promotion strategy, a vitally important element of an organization's marketing promotions. Prerequisite: BUS 312.

Operations Management

BUS 449 Production Planning and Quality Control (4 Hrs.)
Selected topics from production theory, application of quantitative methods to current production problems, integration of production planning within overall objectives of the firm. Prerequisite: BUS 322.

BUS 458 Quality Management (4 Hrs.)
Examines the theory, history, and management of quality management programs in business organizations in the U.S. and abroad. The primary focus will be on the management of quality in the areas of operations and human resources in manufac-

turing and service industries. Prerequisite: BUS 341 or MGT 311. See MGT 458.

BUS 459 Production and Inventory Management (4 Hrs.)
Models used for materials management and control of purchased goods and services. Includes EOQ models, simulations, cases, exercises, problems. Prerequisite: BUS 322.

Entrepreneurship

BUS 354 Entrepreneurship (4 Hrs.)
Elements of entrepreneurship, highlighting successful characteristics. Functions of the entrepreneur explained and illustrated. Students examine personal and commercial strategies that can be used in establishing new business ventures. Prerequisite: BUS 312.

BUS 355 Small Business Management (4 Hrs.)
Role of small business in the economy, characteristics of small businesses and owner-managers, marketing and producing product or service, maintaining financial health, and the future of small business. Prerequisite: BUS 312.

BUS 356 Franchising (4 Hrs.)
History of franchising, with pros and cons and how to plan a franchise. Primary functional components explained and illustrated, including marketing, finance, legality, and operations. The franchise package, franchiser/franchisee relationships, and international franchising also addressed. Prerequisite: BUS 312.

BUS 499 Tutorial in Business Administration (1-10 Hrs.)

Master's Course Descriptions

(Required courses are offered in both the spring and fall semesters. Additional offerings are scheduled to accommodate student needs subject to faculty availability.)

Phase I Courses

BUS 525 Quantitative Techniques for Managers (4 Hrs.)
Techniques of management decision-making including statistical analysis, decision theory, systems theory, operations research, mathematical programming techniques (linear, nonlinear, dynamic), modeling, forecasting techniques, and simulation techniques. Prerequisite: Completion of or concurrent enrollment in ACC 311 and ECO 315 or equivalents.

BUS 521 Research Methods and Statistical Analysis (4 Hrs.)
Methods used for collection, analysis, and inter-

pretation of various types of business research data from the perspective of design, execution, and evaluation of research projects as well as requests for research. Emphasis is given to using research analysis methods for decision making within business organizations. Prerequisites: Completion of or concurrent enrollment in BUS 525 for MBA students or completion of ECO 313 or equivalent for students seeking other degrees.

Phase II Courses

BUS 502 Managerial Finance (4 Hrs.)

Concepts and variables used in financial analysis, planning, and control. Topics include financial forecasting, capital budgeting, leverage, valuation, cost of capital, asset/liability management, and capital market instruments. Prerequisite: Completion of Phase I course work.

BUS 512 Marketing Management (4 Hrs.)

Study of the conceptual foundations and practices of contemporary marketing as well as the planning, implementation, and control of the marketing function. Topics include situation analysis; marketing objectives; target market selection; and product, promotion, pricing, and physical distribution decisions. Prerequisite: Completion of Phase I course work.

BUS 522 Production and Operations Management (4 Hrs.)

Managerial techniques for planning, scheduling, and controlling resources, cost, quality, productivity, and efficiency in product and service organizations. Topics such as project scheduling and management, forecasting and constraint optimization are covered. Prerequisite: Completion of Phase I course work.

BUS 531 Legal Issues in Business (4 Hrs.)

Review and analysis of current laws and regulations that frame the external environment for private business operations in the U.S. Emphasis on state and federal regulations, agency governance and surveillance, and business requirements, costs, and response. Special applications to the production, distribution, and financial functions of the firm are considered alongside trends and major developments in case law. Prerequisite: Completion of or concurrent enrollment in BUS 521 and BUS 525 for MBA students or completion of ECO 315 or equivalent for students seeking other degrees.

BUS 541 Organizational Behavior (4 Hrs.)

Structure and function of an organization as a sociotechnical system and of individual group and leadership processes and behavior within the organization. Historical development, leadership, decision making, group dynamics, motivation, job satisfaction, authority, influence and power, organizational change, communications, conflict,

and organization structure and design. Prerequisite: Completion of or concurrent enrollment in BUS 521 and BUS 525 for MBA students or completion of ECO 313 or equivalent for students seeking other degrees.

Phase III Courses

Finance Electives

BUS 505 Investments (4 Hrs.)

A perspective on the timing, instruments, and choices available to the personal investor who seeks to build a wealth base over time. Shows the investment network that assists and facilitates the efforts of the individual, including the role of security analysts, portfolio managers, the organized markets, and the so-called over-the-counter arena. Current regulations and investor safeguards in law and regulations are reviewed. Prerequisite: BUS 502.

BUS 507 Advanced Financial Management (4 Hrs.)

In-depth study of theories and cases dealing with investment and financial decisions of the firm: capital budgeting under uncertainties, cost of capital, dividend policies, capital structure management, international financial management, and acquisitions and mergers. Prerequisite: BUS 502.

BUS 508 Portfolio and Security Analysis (4 Hrs.)

Study and application of analytical techniques in the analysis of financial statements of firms with traded securities, including development of efficient security portfolios. Prerequisite: BUS 505.

BUS 509 Small Business Finance (4 Hrs.)

Application of various financial theories to problems facing small businesses. Topics include profit forecasting and planning, cash management, budgeting, working capital management, leasing, sources of financing, investment decision making, financial leverage, and valuation. Prerequisite: BUS 502.

BUS 510 Topics in Finance (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 502.

Marketing Electives

BUS 515 Marketing Strategy (4 Hrs.)

Advanced study of the role of marketing in the strategic business planning process, including strategic environmental analysis, organizational mission and objectives, organizational strategy, identification of strategic business units, and analysis and evaluation of organizational business portfolios. Prerequisite: BUS 512.

BUS 520 Topics in Marketing (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 512.

BUS 536 Promotional Strategy (4 Hrs.)

In-depth study of the communications function of marketing. In addition to the traditional promotion mix elements (direct marketing, advertising, sales promotion, personal selling, and publicity/public relations), the course examines the underlying consumer behavior, communication, and psychological theories that serve as a foundation for the promotion planning process and the development of promotional strategy, a vitally important part of an organization's marketing program. Prerequisite: BUS 512.

Operations Management and Quantitative Analysis Electives**BUS 524 Project/Program Management and Control (4 Hrs.)**

Techniques and methods for planning, managing, and controlling one-time major projects and programs. Topics include systems theory and analysis, stochastic planning and control methods, and simulation. Emphasis on PERT/CPM techniques, decision trees, Monte Carlo processes. Prerequisite: BUS 522.

BUS 528 Computer Applications in Business Decision Making (4 Hrs.)

Techniques of management science with computer software applications including problem-solving and decision-making processes in business. Emphasis on skills and techniques of individual and group problem solving including creative and critical thinking in the business world using computer applications. Prerequisite: BUS 522.

BUS 529 International Operations (4 Hrs.)

Introduces the student to globalization. International policy issues of global operations, strategic considerations, global sourcing and purchasing operations, global logistics, and global diversity of manufacturing operations will be explored through the use of modules. Prerequisite: BUS 522.

BUS 530 Topics in Production/Operations Management (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 522.

External Environment Electives**BUS 534 Labor Law (4 Hrs.)**

Major pieces of legislation in labor law and their

impact on both management and labor. Special emphasis is given to the court's interpretation of legislation. Topics include injunction, strike activity, certification of bargaining representation, and collective bargaining. Prerequisite: BUS 531.

BUS 540 Topics in External Environment (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 531, or approved equivalent.

Organizational Behavior Elective**BUS 550 Topics in Organizational Behavior (2 or 4 Hrs.)**

Advanced study of specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 541.

Human Resource Management Electives**BUS 551 Human Resource Management (4 Hrs.)**

Operational approach to managing people at work, drawing from behavioral sciences. Builds on concept of reconciliation and integration of worker-organizational interests through supportive situation-oriented leadership by both line and staff managers. Focuses on emerging issues and concepts relating to management of human resources of an organization. Prerequisite: BUS 541, or equivalent.

BUS 560 Topics in Human Resource Management (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 551.

BUS 599 Tutorial In Business Administration (1-10 Hrs.)**Phase IV Course****BUS 583 Business Strategy (4 Hrs.)**

For business administration students. Emphasizes the level of analysis necessary for top management decisions and policy formulation for a firm operating in an uncertain environment. Satisfactory completion meets UIS graduation requirement of a problem-solving exercise. Prerequisites: Completion of Phase II course work and completion of at least eight credit hours of Phase III course work.

Economics

B.A. / M.A.

Faculty – Michael Ayers, Adil Mouhammed, John Munkirs, Nancy Scannell, Baker Siddiquee, Leroy Wehrle (emeritus)

Associated Faculty – Shahram Heshmat, Joseph Ladalla, Robert Sipe

Departmental Goals and Objectives

Both of the degrees offered by the department of economics are designed to meet the standards set by the discipline for degrees at the appropriate level. Ultimately, the department, through its curriculum and faculty resources, intends to prepare its graduates with the requisite skills and knowledge to perform successfully in careers in many settings – private enterprise as well as government or not-for-profit enterprise. At either level, the focus of the department is on: (1) providing a learning environment that supports and stimulates students' academic and intellectual growth, (2) providing the competencies and analytical problem-solving and quantitative skills and knowledge appropriate to the degree being sought, (3) engendering a spirit of good/effective citizenship, and (4) providing students with a life-long resource base from which they can draw as they develop and move through their professional lives.

The Bachelor's Degree

The objectives of bachelor's level courses offered by the economics department include development of: (1) basic knowledge of micro- and macroeconomic theory and quantitative methods of analysis, (2) skills in independent research using the theories and methods of economic analysis, and (3) skills for effectively communicating the theories and applications of the discipline. Successful completion of the bachelor's degree in economics provides marketable skills for positions in both public or private institutions.

Foundation Knowledge/Entrance Requirements

All departments within the College of Business and Management require foundation knowledge in the following four areas: accounting, economics, mathematics and statistics, and behavioral science. At least 50 percent of the 120 semester hours required for graduation must be in general education courses. Each student must develop a degree plan with his or her adviser to ensure that these requirements are met.

The economics department requires successful completion of the following courses before full admission is granted: (1) principles of accounting or ACC 311 Administrative Uses of Accounting Information, (2) business calculus, (3) behavioral science (psychology, social psychology, sociology, or political science), (4) micro- and macro-economics or ECO 315 Economics for Administration, and (5) business statistics or ECO 313 Statistics for Business and Economics.

Students are also strongly urged to successfully complete a computer applications course as part of their first 60 hours. This can be satisfied at UIS by taking CSC 317 Software Packages.

Advising

On declaring economics as their major, students are automatically assigned to a faculty adviser. First-year students should meet with their faculty advisers before registration to discuss career objectives and curriculum.

UIS Requirements

Students are required to complete a

minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. This must include at least four hours in each of at least two of these areas. See pages 39-40 for a full description of this requirement.

Department Requirements

At the baccalaureate level, at least 32 hours of course work in economics is required for graduation, including four hours of micro theory, four hours of macro theory, eight hours of quantitative methods and econometrics, four hours of history of economic thought, and at least 12 hours of economics electives. These should be taken in the following sequence:

First Semester

ECO 302 Intermediate Macroeconomics	4 Hrs.
ECO 314 Quantitative Methods for Business and Economics	4 Hrs.

Second Semester

ECO 301 Intermediate Microeconomics	4 Hrs.
ECO 408 History of Economic Thought	4 Hrs.

Third Semester

ECO 413 Econometrics	4 Hrs.
ECO Elective	4 Hrs.

Fourth Semester

ECO Electives	<u>8 Hrs.</u>
Total	32 Hrs.

Students are not allowed to take the five core courses on a credit/no credit basis. However, up to four credit hours of economics electives may be taken on a credit/no credit basis.

In addition to the department requirements, students must also fulfill the 12 hours of UIS requirements and take 16 hours of electives. Students must obtain prior approval from their faculty advisers for elective courses. Courses with PAC, LSC, and AST prefixes do not qualify as electives.

Concentration in Finance

The College of Business and Management offers an undergraduate concentration in finance that allows students to study in-depth the theory and practice of the field of finance as it relates to financial institutions, investments and portfolio analysis, corporate financial decision making, and the interplay between the financial world and the economy. Additional information on the finance concentration can be found on page 109.

Economics Minor

To earn a minor in economics, students must complete a minimum of 16 semester hours, at least eight of which must be upper-division course work taken at the University of Illinois at Springfield. The eight hours must include the two core courses: ECO 301 Intermediate Microeconomics and ECO 302 Intermediate Macroeconomics. The department may accept a maximum of eight semester hours of transfer credit toward a minor, but four of these semester hours must be at the upper-division level. Prerequisites include Principles of Economics I and II or, at UIS, ECO 315 Economics for Administration. Four semester hours of economics electives are required. Students should discuss their minor program with an economics faculty adviser to ensure that they are meeting requirements and their individual needs.

The Master's Degree

The master's in economics provides students with an entry-level professional degree as an economist. The M.A. prepares students to serve in positions of responsibility in organizations such as financial institutions; state agencies involved in budgeting, financial analysis, or economic analysis; and private business. The degree is also designed to serve the needs of students wishing to further their education in economics by pursuing a doctorate.

The specific objectives of the department are to provide students from varied backgrounds (1) a solid understanding of advanced economic theory and quantitative methods; (2) advanced research and report writing skills; (3) opportunities to apply the advanced theories and techniques of analysis in elective course areas such as finance, international trade, international business, and public economics; and (4) an appreciation and understanding of the work requirements of professional economists.

Entrance Requirements

An undergraduate degree in economics is not required for entrance into the M.A. program. Students are required, however, to demonstrate proficiency at the intermediate level in both micro and macro theory and in business statistics. This may be accomplished through completion of appropriate undergraduate course work or by proficiency examination. A one-semester course in business calculus, or ECO 314, must be successfully completed before admission to the M.A. program. It is highly recommended that students are competent in computer applications of statistical software. If not, they should take CSC 317 Software Packages. All prerequisite courses except the computer applications course must be completed before enrolling in any graduate-level economics core courses. A grade of C or better is required in all prerequisite courses.

Advising

Students should establish an advising relationship with one of the department faculty during the first semester of study. Students may select an adviser or ask the department chair to assign one.

Grading Policy

An overall B average (3.00 GPA) in all economics courses is required for an M.A., with no more than eight hours of C balanced by eight hours of A. The department requires a grade of B (3.00) or bet-

ter in each of the two graduate theory courses, ECO 501 and ECO 502. A maximum of four credit hours may be taken on a credit/no credit basis.

Department Requirements

The master's degree requires completion of 38 hours of credit, including a minimum of 28 hours of course work in economics; no more than eight of these hours may be taken before the student is fully admitted to the department. Within the department each student must take four required core courses, take at least 12 hours of graduate economics electives, and complete a six-hour master's thesis. For the remaining four hours, students may take any graduate-level course in economics or other fields with written approval from their advisers.

The following sequence is recommended for the required courses:

First Semester

ECO 506 Mathematical Economics	4 Hrs.
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Second Semester

ECO 513 Advanced Econometrics	4 Hrs.
ECO 501 Advanced Microeconomics	4 Hrs.

Third Semester

ECO 502 Advanced Macroeconomics	4 Hrs.
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Graduate students who have not previously completed a course in the history of economic thought must also take ECO 408 as one of their graduate economics electives, preferably during the first semester. If a student has completed any of the other required courses or their equivalents at UIS as an undergraduate, graduate economics electives for the same number of credit hours must be substituted.

To qualify as a graduate economics elective, a course must be at the 500 level or receive prior written department approval. The latter is available only for 400-level courses.

Courses requiring prior approval include all 400-level courses or selected 500-level courses offered by other programs on campus, for example: ADP 504 Budget and Finance, ADP 524 Capital Budgeting, BUS 502 Managerial Finance, BUS 507 Advanced Financial Management, BUS 531 Legal Issues in Business, and ENS 552 Environmental Social Sciences and the Humanities. Approval of 400-level courses is subject to an expanded plan of work, such as a graduate paper, and a more stringent grading standard than that required of undergraduates. A maximum of eight semester hours of approved 400-level courses may be applied toward the required 16 hours of electives.

Closure Requirement

All M.A. candidates must successfully complete six hours of ECO 590 Master's Thesis. Students should consult the *Master's Thesis Guidelines in Economics* and contact their advisers as soon as possible. Students must maintain continuous registration (for at least one credit hour) during the entire period of thesis work – from beginning to thesis defense. In addition, campus policy requires that if the thesis is not completed by the end of six hours of enrollment in ECO 590, students must register to audit the course for one credit hour in all subsequent semesters until the thesis is completed.

Maximum Time Limits

A student's candidacy will lapse if he/she fails to complete all degree requirements, including the master's thesis, within five years of initial registration in the M.A. program. Extensions, for which students must apply in writing, will be considered on an individual basis.

Course Descriptions

Service Courses

Not accepted toward satisfaction of economics degree requirements at UIS.

ECO 313 Statistics for Business and Economics (4 Hrs.)

Methods for collecting, analyzing, and interpreting numerical data for the purpose of making better decisions in business and management. Includes basic probability theory, analysis of variance, index numbers, seasonal analysis, parametric and nonparametric tests, and regression and correlation analysis.

ECO 315 Economics for Administration (4 Hrs.)

Essential micro- and macroeconomic concepts as they apply to administrative decisions. Principal theories and analysis of efficient resource allocation are related to economic decisions of individuals, public and private organizations, and society. Primarily for students who have had no prior college-level work in economics.

Theory

ECO 301 Intermediate Microeconomics (4 Hrs.)

Consumer behavior, production theory, pricing in different market structures, and cost and allocation of resources; introduction to general equilibrium theory and welfare economics. Prerequisite: Principles of economics, or ECO 315.

ECO 302 Intermediate Macroeconomics (4 Hrs.)

National income determination; classical, Keynesian, and post-Keynesian theories of employment, interest, and money. Analysis of business cycles, inflation, and economic growth. Economic policy for growth, stability, and full employment in light of recent theoretical and empirical developments. Prerequisite: Principles of economics, or ECO 315.

ECO 403 Institutional Economics (4 Hrs.)

Evolution, organization, and allocation functions of modern industrial economies. Philosophical and theoretical interpretations of the economy in light of contemporary developments in philosophy, economics, and social science.

ECO 408 History of Economic Thought (4 Hrs.)

Historical study of the body of knowledge and doctrine designated as "economics." Particular attention to historical and social circumstances from which various concepts evolved and "theory" creation as an art. Prerequisite: Principles of economics, or ECO 315.

ECO 499 Tutorial in Economics (1-4 Hrs.)

Undergraduate readings and/or research in selected economics topics. Arranged by the student with instructor of choice. May not be substituted for a regularly scheduled class. Also, a particular topic may not be repeated for credit.

ECO 501 Advanced Microeconomics (4 Hrs.)
Optimization techniques as applied to demand, cost, and production theory. Other topics include market structures, general equilibrium, welfare economics, capital theory, distribution theory, as well as recent mathematical topics of game theory and input-output. Prerequisites: ECO 301 and ECO 506, or approved equivalents.

ECO 502 Advanced Macroeconomics (4 Hrs.)
In-depth study of macroeconomic theory and models of the determination of aggregate income, employment, interest rate, and price level. Involves theory and policy analysis from the classical, Keynesian, new classical, new Keynesian, post-Keynesian, and supply-side perspectives. Prerequisites: ECO 301, ECO 302, and ECO 506, or approved equivalents.

ECO 599 Tutorial in Economics (1-4 Hrs.)
Graduate readings and/or research in selected topics in economics. Arranged by the student with instructor of his/her choice. May not be substituted for a regularly scheduled class, nor may a particular topic be repeated.

Quantitative Methods

ECO 314 Quantitative Methods for Business and Economics (4 Hrs.)
Matrix algebra, input-output analysis, linear programming and its application to allocation of economic resources and transportation, differentiation and integration of functions of one and several variables, optimization of constrained and unconstrained functions, inventory analysis, queuing, decision under risk and uncertainty, Markov chain, and game model. Prerequisite: ECO 313, or approved equivalent.

ECO 413 Econometrics (4 Hrs.)
Research methods in economics and statistical techniques used to estimate economic relationships. Includes random variables and probability distributions, theory of estimation and hypothesis testing, simple and multiple linear regression models, introduction to forecasting, and problems of single-equation estimation. Prerequisites: ECO 313 and ECO 314, or approved equivalents.

ECO 433 Introduction to Business and Economic Forecasting (4 Hrs.)
Introduction to quantitative approaches to business and economic forecasting: regression methods, exponential smoothing, ARIMA-Box-Jenkins methods, composite forecasting methods, judgmental forecasting, and evaluation of forecasting. Case studies in finance, production, marketing, economics, management, and other related areas, both in public and private organizations. Prerequisite: ECO 313, or approved equivalent.

ECO 506 Mathematical Economics (4 Hrs.)
Mathematical techniques for economic analysis.

Includes calculus, linear algebra, and constraint and unconstrained optimization techniques in the context of economic problems and issues. Difference and differential equations are also applied to economic problems and model building. Prerequisites: ECO 301, ECO 302, and ECO 314, or approved equivalents.

ECO 513 Advanced Econometrics (4 Hrs.)
Research methods in economics and statistical techniques used in economic modeling and forecasting. Covers problems of estimation, linear and non-linear regression models, simulations, and simultaneous equations and time-series estimations. Prerequisite: ECO 301, ECO 313, and ECO 314, or approved equivalent.

Economic History and Comparative Systems

ECO 418 U.S. Economic History (4 Hrs.)
History of the evolution of the economic development of the United States from colonial beginnings to the present. Emphasizes industrial capitalism since the Civil War and the major sources and factors which have contributed to building the economy of the world's largest and most prosperous nation, along with the problems of trade deficits, internal consumerism, and unequal distribution of income. The Depression and the New Deal, the world wars, inflation and unemployment, and problems of global changes are featured subjects. See HIS 448.

ECO 421 Comparative Economic Systems (4 Hrs.)
Similarities and differences between various economic systems through examination of systems of different countries, including the eastern bloc countries, China, and Japan.

ECO 426 Political Economy (4 Hrs.)
Analysis of competing theories and models of explanation in political science and economics as they comprise the basis for contemporary policy disputes and alternatives. Emphasis on the crisis tendencies/contradictions of the political economy of the United States and its impact on the rest of the international economic order. See LAR 426 and POS 426. Prerequisite: POS 325.

Labor Economics

ECO 425 Labor Economics (4 Hrs.)
Application of economic principles to problems in American labor, including employment, unemployment, and manpower policies; wage determination and wage policy; development and organization of trade unions in private and public sectors; social legislation; and policy for the labor market as these relate to contemporary social and economic problems. Prerequisite: Principles of economics, or ECO 315. See LAR 425.

Money and Finance**ECO 335 Money, Banking, and Financial Markets (4 Hrs.)**

Concentrates on principles of banking and financial markets with emphasis on commercial banks, Federal Reserve System, and other depository institutions and regulatory agencies. Monetarist and Keynesian monetary theories and empirical evidence on the effectiveness of monetary policy are presented. Money and capital markets, risk and term structure of interest, and other topics in the area of financial markets are discussed. Prerequisite: Principles of economics, or ECO 315.

ECO 431 Financial Economics (4 Hrs.)

Economic analysis of the basic workings of financial markets, particularly measurement and pricing of risk and the intertemporal allocation of funds; theory of firm, time value of money, asset pricing; working capital policy and management of cash, receivables and inventory positions, capital budgeting, risk return analysis, and introduction to options and futures. Prerequisite: ECO 335, or approved equivalent.

ECO 435 Theory of Finance and Applications (4 Hrs.)

Elements of finance theory and its application to real world problems. Covers investment decision under certainty and uncertainty, the theory of choice, utility theory given uncertainty, state preference theory, mean-variance theory, market equilibrium, CAPM and APT, option pricing theory, theory of efficient capital market, theory of capital structure and cost, theory of dividend policy, the economics of leasing, and the economic theory of mergers and tender offers. Prerequisite: ECO 313, ECO 314, and ECO 335, or approved equivalent, or permission of instructor.

ECO 437 Securities Markets (2 Hrs.)

Examination of the functional contributions of securities markets to economic activity. Particular reference to the institutions and instruments that facilitate capital formation and economic activity at the national and international level. Prerequisite: ECO 335, BUS 302, or approved equivalent.

ECO 438 Futures and Options (2 Hrs.)

Primary examination of the futures and options markets and their contributions to economic activity. Discusses mechanics and use of the markets with particular emphasis on the financial instrument components. Prerequisite: ECO 437, or approved equivalent.

ECO 448 International Finance (4 Hrs.)

Provides basic understanding of the literature in international finance and reviews basic literature in multinational finance. Topics include foreign exchange markets, parity conditions in interna-

tional finance, international investment, balance of payments, international monetary arrangements, Eurocurrencies and international money markets, multinational finance, foreign exchange risk management, multinational working capital, foreign investment and financing. Prerequisite: Principles of economics or ECO 315 and ECO 313 or approved equivalent.

ECO 503 Business Cycles (4 Hrs.)

Characteristics of business cycles; measuring business cycles; classical and modern theories of business cycles; non-orthodox theories of business cycles (such as those of Veblen, Mitchell, and Kalecki); real business cycle; political business cycle; impacts of business cycles; and the role of monetary and fiscal policy in business cycle analysis. Prerequisites: ECO 301, ECO 302, and ECO 413 or equivalent.

ECO 535 Advanced Monetary Economics (4 Hrs.)

Advanced exploration of professional literature. Topics include supply of money, demand for money, interest rates, and monetary policy. Prerequisite: ECO 335, or approved equivalent.

International and Development Economics**ECO 445 Economic Development (4 Hrs.)**

Overview of principal economic problems of the Third World. Some major theories of causes of low income, various applications of economic analysis to specific policy issues and social and political considerations. Prerequisite: Principles of economics, or ECO 315.

ECO 447 International Trade and Finance (4 Hrs.)

Survey of pure theory of trade: classical trade theory, Heckscher-Ohlin-Samuelson theorem and related topics; international trade and growth; theory of tariffs, protection, and customs union; and movement of factors of production. Survey of theory and policy of international finance: exchange rate theories; balance of payments; international financial markets; macroeconomic policy mix for external and internal equilibrium; LDC debt problem; and international cooperation. Prerequisite: Principles of economics, or ECO 315.

ECO 449 International Business (4 Hrs.)

Designed for graduate and undergraduate students of economics interested in the field of international economics as well as the MBA who wants a specialty in the field of global business. Covers different approaches to international business; theory of direct foreign investment; multinational enterprises; and their strategies in marketing, production, management, and finance. Also covers the cultural aspect of global business

and business-government interactions. Prerequisite: Principles of economics, or ECO 315.

ECO 547 International Trade (4 Hrs.)

Establishment and examination of the free-trade model, followed by study of real-world impediments to theoretical model, with particular emphasis on problems encountered by United States. Topics include regional trade blocs, GATT, protectionism, and trade and economic growth. Prerequisite: ECO 301, or approved equivalent.

Public Economics

ECO 456 Public Finance (4 Hrs.)

Microeconomic analysis of public finance and the role of government in a mixed economy, with attention to public goods theory, cost-benefit analysis, and taxation. Examines the economic basis of government and its functions; analyzes alternative government expenditures, regulations, and finances, including the Social Security and food stamp programs. Prerequisite: ECO 301 for majors, ECO 315 for non-majors.

Industrial Organization/Public Policy

ECO 461 Industrial Organization (4 Hrs.)

Structure, conduct, and performance of American industry: historical evolution, alternative industrial systems, anti-trust policies and their alternatives. Technological change and its impact on both industrial performance and conventional economic theory.

ECO 462 Public Policy Toward Business (4 Hrs.)

Through the tools of economics, an examination of how and why the government involves itself in the U.S. capitalist system and an assessment of the possible impacts or implications of that involvement to business enterprise within a global marketplace. Prerequisite: ECO 315 or equivalent.

ECO 474 Environmental Economics (4 Hrs.)

Basic theoretical tools necessary to examine current environmental problems from an economic standpoint. Covers externalities, cost assignment, and environmental problems associated with economic growth. Prerequisite: ECO 301, or approved equivalent. See ENS 421.

ECO 487 Health Policy (4 Hrs.)

Analytic and descriptive study of national health policy in America in terms of philosophy, history, politics, economics, sociology, and administration of health care. Emphasis on social setting in which health policy is made and complex workings of system by which health care is provided. Prerequisite: Principles of economics, or ECO 315.

ECO 488 Health Economics (4 Hrs.)

Application of economic theory and analytical tools to problems in the health care sector. Includes concepts and measures of health; determinants of health; cost of illness; concept of demand for medical care; welfare economics of physicians, dentists, drugs, and hospital markets; financing health care; and policy issues such as cost containment and national health insurance. Prerequisite: Principles of economics, or ECO 315. See HSA 488 and MPH 476.

ECO 512 Advanced Monetary and Fiscal Policy (4 Hrs.)

Consideration of principles of monetary and fiscal policy, documentation of how policies have been enacted in post-war period and critical examination of relative effectiveness of these policies. Prerequisites: ECO 302 and 335, or approved equivalents.

ECO 561 Advanced Seminar in Industrial Organization (4 Hrs.)

Detailed analysis of several industries and corporations, with emphasis on data gathering and research techniques. Specific attention to development of multinational/national corporations and their impact on the nation/state. Prerequisite: ECO 461, or approved equivalent.

ECO 562 Advanced Seminar in Public Policies Toward Business (4 Hrs.)

In-depth examination of the involvement of the national government in specific areas of the U.S. capitalist system. Students will research and report on specific evolving issues or aspects of the legal and technical relationships between business enterprise and the national government. Prerequisite: ECO 462 or BUS 331 or equivalent.

ECO 590 Master's Thesis (1-6 Hrs.)

Academic study of student-selected topic that uses economic theory and involves both a survey of relevant literature, model building, and empirical analysis. The thesis is "a sustained research essay, original in either its research material or mode of integration, written individually by the student," on an approved topic in economics. (See *Master's Thesis Guidelines in Economics*.) Students must maintain continuous registration (for at least one credit hour) during the entire period of thesis work — from beginning to thesis defense. **Note:** If the thesis is not completed by the time the initial six hours of credit are accumulated, students must register for one hour on an audit basis in all subsequent semesters until the thesis is completed.

Finance

Undergraduate Concentration

Faculty — Moshe Levin, Nancy Scannell, Baker Siddiquee

Concentration in Finance

The College of Business and Management offers a concentration in finance that allows students to study in-depth the theory and practice of the field of finance as it relates to financial institutions, investments and portfolio analysis, corporate financial decision making, and the interplay between the financial world and the economy. Students will also have an opportunity to learn the various analytical techniques employed within financial markets and institutions to make decisions. Successful completion of this concentration should be especially useful to those students seeking employment within the finance or financial services industry and those who wish to pursue graduate study in this field.

Enrollment in the concentration requires successful completion of prerequisite courses required for admission to the programs within the College of Business and Management. Students will need to consult with their advisers to determine how the concentration in finance will be applied to overall degree requirements. Permission to pursue the concentration is

contingent upon written approval of the student's adviser. The concentration requires successful completion of the following 16 hours of study:

Finance Core (8 Hrs.)

BUS 302 Principles of Financial Management	4 Hrs.
ECO 335 Money, Banking, and Financial Markets	4 Hrs.

Finance Elective Courses (8 Hrs.)

Students must take 4 hours from each of the following two tracks:

Track One

BUS 443 Financial Investment Analysis	4 Hrs.
BUS 445 Financial Institution Management	4 Hrs.
BUS 446 Capital Budgeting	4 Hrs.
ECO 437 Securities Markets	2 Hrs.
ECO 438 Futures and Options	2 Hrs.

Track Two

ECO 435 Theory of Finance and Applications	4 Hrs.
ECO 448 International Finance	4 Hrs.

Management

B.A.

Faculty — Alfred Arkley, Joy Benson, Rodney Dinges, Judith Ettinger, Dyanne Ferk, Marya Leatherwood, Tim Miller, Laurel Newman, Donald O'Neal, Donald Vanover, Joe Wilkins

Departmental Goals and Objectives

The department of management prepares students for a life-time career in management. The curriculum is based on the premise that managers of business, government, and nonprofit organizations face similar management problems and thus need the same core of management knowledge and skills to be effective.

Advising

Students will be assigned a faculty adviser on acceptance into the program. The student and adviser share responsibility to review the results of student assessment, lower-division course work, and career objectives and to collaboratively develop a course of study. Students have a responsibility to meet with their advisers during their first semester of study and should maintain regular contact with them. A student may choose another adviser from the management faculty at any time with the permission of the preferred faculty member.

It is particularly important for students to consult their faculty advisers before registering for their final semester of course work to ensure that both UIS and department requirements are met. During the student's final semester of study, a graduation contract must be submitted to the faculty adviser for approval by the adviser, department chair, and dean.

The Bachelor's Degree **Foundation Knowledge/ Entrance Requirements**

All departments in the College of Business and Management require foundation

knowledge in the following four areas: accounting, economics, mathematics and statistics, and behavioral science. At least 50 percent of the 120 semester hours required for graduation must be in general education courses. Each student must develop a degree plan with his or her adviser that meets this and all department and UIS requirements.

Students in the management department fulfill foundation knowledge requirements by taking the following: a course in principles of accounting I; a course that covers both micro- and macroeconomics or a course in microeconomics and a course in macroeconomics; a course that covers both mathematics and statistics (such as a finite mathematics course) or a course in mathematics and a course in statistics; and a behavioral science course such as psychology, social psychology, sociology, or political science.

With the exception of the accounting course, these courses should also, in part, satisfy the state's general education requirements. Transfer guides specifying the courses that qualify as college transfer credit are available at community colleges and four-year colleges and universities. Students with additional questions regarding foundation areas and courses that qualify to meet them should contact a faculty member in the management department.

All students entering the management program in the fall of 1999 or later will be required to have fulfilled all of the foundation area requirements before taking any core course other than MGT 311. Students who have deficiencies in foundation areas may be able to take upper-division course work to fulfill these

requirements before taking any core course other than MGT 311.

Department Requirements

The management degree requires course work in four areas:

Core	28 Hrs.
Electives	20 Hrs.
UIS requirements	<u>12 Hrs.</u>
<i>Total</i>	<i>60 Hrs.</i>

Management Core

The management core curriculum is designed to develop critical conceptual and interpersonal skills for successful managerial performance in business, government, and nonprofit organizations. In addition to acquiring a theoretical foundation, the core curriculum provides students an opportunity to integrate and apply these concepts in a variety of situations. The core curriculum includes:

- MGT 311 Management Skills and Organizational Behavior
- MGT 371 Social Responsibility and Ethics: Corporate and Public
- MGT 422 Managers, Power, and Organizations
- MGT 431 Human Resource Management
- MGT 441 Managing Organization Development
- MGT 461 Designing Effective Organizations
- MGT 487 Leadership and Strategy: The Capstone

Electives

Electives allow students to supplement the management core curriculum and to specialize in a field of study that is appropriate to their career goals. These electives may constitute a formal minor or area of study specifically designed to meet the student's needs. Electives must be approved by the student's faculty adviser. In addition, students who wish to pursue a minor should consult a faculty adviser from the minor area of study.

To ensure that baccalaureate-level stu-

dents have a broad context in which their management education is set, at least 50 percent of each student's course work should be in the area of general education (i.e., English, social sciences, behavioral sciences, physical sciences, humanities, economics, mathematics/statistics). Students should consult their advisers to determine if some of their elective hours should be in the area of general education rather than management and business to ensure that this requirement is fulfilled.

Concentration in Finance

The College of Business and Management offers a concentration in finance that allows students to study in-depth the theory and practice of the field of finance as it relates to financial institutions, investments and portfolio analysis, corporate financial decision making, and the interplay between the financial world and the economy. Additional information on the finance concentration can be found on page 109.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study, with a minimum of four credit hours in each of at least two areas. (A student completing these requirements will usually have four hours in one area and eight hours in another; those completing these requirements in all three areas must have four credit hours in each area).

Management majors who are interested in the applied study term are encouraged to take MGT 481, which includes a seminar and actual field experience and satisfies four or eight hours of AST credit. Students must have completed three management core courses before enrolling in MGT 481.

Minimum GPA

Management majors must earn a grade

of C or better in every management core course to enroll in the capstone and to graduate. If a student earns a lower grade, he or she may repeat the core course or courses once.

Closure

The management department has a closure requirement, MGT 487 Leadership and Strategy: The Capstone, that can only be taken after a student has completed all management core courses.

Upper-Division Credit

Upper-division credit for lower-division course work may be given if the request meets the following criteria: (a) the request meets UIS requirements as discussed elsewhere in the catalog, (b) the request is approved by the student's faculty adviser, (c) the student had upper-division status when the course was taken (either at UIS or at another university) as determined by the Office of Enrollment Services, (d) the course qualifies as an elective, and (e) the student earned a grade of B or better. No upper-division credit will be given for a lower-division course in management.

Summer Course Availability

Summer course offerings are contingent on funding. Students should not rely on past summer term offerings when planning their academic course of study.



Course Descriptions

Management Core

MGT 311 Management Skills and Organizational Behavior (4 Hrs.)

Theories and applications of managerial functions, roles, and skills as related to organizational behavior and theories. Topics include planning, organizing, directing, controlling, communication, motivation, leadership, group dynamics, and decision making.

MGT 371 Social Responsibility and Ethics: Corporate and Public (4 Hrs.)

Theories and applications of social responsibility and ethical issues related to the corporate, governmental, and nonprofit sectors. Areas covered include consumerism, ecology, labor relations, diversity, government regulations, philanthropy, and stockholder/stakeholder relations. MGT 311 is a prerequisite for management majors.

MGT 422 Managers, Power, and Organizations (4 Hrs.)

Theories and applications of power as related to the management of organizations. Power, negotiation, and conflict management theories and skills are used in power simulations. Simulation activity fee may be required. MGT 311 is a prerequisite for management majors.

MGT 431 Human Resource Management (4 Hrs.)

Theories and applications of the management of human resources in organizations. Topics include human resource planning, recruitment, selection, training, performance appraisal, union-management relations, and compensation. MGT 311 is a prerequisite for management majors.

MGT 441 Managing Organization Development (4 Hrs.)

Theories and applications of organizational change and development as related to the management of organizations. Topics include diagnosis, strategies, interventions, group development, and team building. MGT 311 is a prerequisite for management majors.

MGT 461 Designing Effective Organizations (4 Hrs.)

Theories and applications of organization theory relative to the design of organizational structure. Topics include organizational analysis, culture, bureaucracy, and relationship of technology to organization structure. MGT 311 is a prerequisite for management majors.

MGT 487 Leadership and Strategy: The Capstone (4 Hrs.)

Leadership theories and applications as related to the development of strategic policy for the management of organizations. This course is usually taken in the student's last semester. Prerequisites: All core courses.

Electives

MGT 406 The American Presidency (4 Hrs.)

Nature and scope of the American presidency – both historically and analytically. Topical attention given to the views of the framers of the Constitution and to problems of presidential management, leadership, and prerogative. See POS 406.

MGT 421 Wage and Salary Administration (4 Hrs.)

Basic job evaluation systems, approaches to employee evaluation, wage surveys and the pricing of jobs, legislation affecting pay, job analysis and writing of job descriptions, group and individual incentives, and facets of fringe-benefit packages.

MGT 423 Labor Management Relations (4 Hrs.)

Behavioral, economic, social, political, and institutional forces affecting character and quality of employer-union-management relationships and objectives in both public and private employment. See LAR 423.

MGT 425 Management Development and Training (4 Hrs.)

The theory, concepts, and applications of management development and training as related to organizational behavior and organization theory. Topics include adult learning theory, management skills, workshop design, training techniques, training evaluations, and organization development.

MGT 430 Managerial Communication Skills (4 Hrs.)

Examination of the arena of managerial communication. Application of managerial communication skills necessary for success in current and future organizations will be studied and practiced. Topics include listening, nonverbal communication, various employee development issues, and making presentations.

MGT 458 Quality Management (4 Hrs.)

Examines the theory, history, and management of quality management programs in business organizations in the U.S. and abroad. The primary focus will be on the management of quality in the areas of operations and human resources in manufacturing and service industries. Prerequisite: MGT 311 or BUS 341. See BUS 458.

MGT 463 Report Writing for Managers (4 Hrs.)

Develops expertise in report writing according to individual needs. Emphasis on techniques of planning, organizing, writing, and editing.

MGT 474 Leadership and Motivation (4 Hrs.)

Major leadership theories, characteristics of leaders, leadership styles, delegation, decision making, communication, and subordinate development examined. Motivational methods and techniques studied as potential tools for those assuming leadership roles.

MGT 481 Management Applications (1 - 8 Hrs.)

Provides students the opportunity to complete an internship and develop a project applying their management skills and knowledge in an organizational setting. Students are expected to develop an initial project proposal before enrolling in this course. Depending on the specific needs of the individual student, some of the skills that can be applied and enhanced include leadership, general management, and quantitative and/or computer applications. Includes both seminar and actual field experience and is recommended for management majors who elect to take an applied study term. Prerequisite: Three management core courses.

MGT 485 International Management (4 Hrs.)

Gives a perspective of the global marketplace, compares the management of similar companies in different nations, analyzes public/private sector relationships and examines the social and economic impact of various internal and external cross-border issues. (Part of this course will be taught in Europe and will require students to make appropriate arrangements.)

MGT 486 Group Management Techniques (4 Hrs.)

How groups (work teams) function in organizations and how participation affects organizational decision making.

MGT 490 Topics in Managerial Concepts and Skills (1-4 Hrs.)

Each topic covers a different managerial concept and includes an intensive workshop. May be repeated for up to eight hours.

Management Information Systems M.S.

Faculty – Donna Dufner, Rassule Hadidi, Ojoung Kwon, Srinivas Vuppuluri

Associated Faculty – Burks Oakley II, David O'Gorman

Adjunct Faculty – Lawrence Dale, George Rompot

Departmental Goals and Objectives

The department of management information systems offers a master's degree in MIS and a minor in MIS at the undergraduate level. The overall goal of the department is to prepare students for challenging careers and positions of leadership in both the private and public sectors. Consistent with the College of Business and Management's mission, the specific objectives of the department are: (1) to provide students with the analytical and creative framework and methodology necessary to analyze, design, implement, and manage complex information/decision support systems in contemporary organizational structures, (2) to demonstrate the principles necessary for understanding basic computer hardware and software systems and packages to ensure the data quality, transmission, processing, and storage necessary to facilitate organizational decision making and general operations, and (3) to provide high-level competencies in applying systems analysis and systems design strategies and techniques in realistic marketplace environments.

With the growing complexity of informational needs and computer systems and with the increasing utility of microcomputers and packaged software, today's organizations require a variety of new experts: information systems managers, systems analysts and designers, applications programmers, data base administrators, communication analysts, and systems librarians. Expectations are, moreover, that developments in the next

few years will demand MIS expertise of any professional administrator/manager who wishes to be competitive in his/her particular field. Although some positions necessitate more technical expertise than others, all require a balance between technical knowledge and organizational knowledge. The management information systems degree is designed to provide this balance for a variety of professional environments.

The MIS curriculum also includes four courses designed to bring basic information systems expertise to students in other degree programs, such as business administration, public administration, health services administration, accountancy, economics, and mathematical sciences. These courses, which are considered electives and may be taken in total or in part, are MIS 502 Technical Foundations of Information Systems, MIS 513 Management Information Systems, MIS 523 Managerial Decision Support Systems, and MIS 531 Strategic Decision Support Systems.

In addition, the MIS department offers an undergraduate minor designed to complement the student's primary area of study by providing a background and understanding of the decision making processes in organizations; the organizational needs for information system development; and the application of modern MIS concepts and tools to meet organizational needs. It also provides a foundational exposure to state-of-the-art technology so that students can understand and capitalize on future developments in computers, telecommunications, and computer software.

The MIS department offers two service courses for undergraduate students: MIS 322 Structured Programming in COBOL and MIS 342 Application Development Using Lotus 1-2-3.

MIS Online

The department of MIS began offering the first phase of its master's degree online in spring 1999. Further information about the online MIS program is available at mis.uis.edu/mis_online.

Entrance Requirements

In addition to UIS graduate admission requirements, majors must have completed the equivalent of two semesters of accounting, or ACC 311 Administrative Uses of Accounting Information; one semester of production/operations management (such as BUS 322 Operations Management); one semester of statistics (such as ECO 313 Statistics for Business and Economics); one semester of college algebra or mathematics, or the equivalent; and competency in a structured high-level programming language, either through course work, such as MIS 322 Structured Programming in COBOL, or practical experience.

All students applying for admission to the MIS department are expected to submit a Graduate Management Aptitude Test (GMAT) score or a Graduate Record Exam (GRE) score. Students may take their required prerequisite courses while they are waiting to submit either of these test scores.

Students work closely with an academic adviser who teaches in the department. The overall objective is to achieve the balance between technical knowledge and organizational knowledge that characterizes MIS expertise. Students may select electives based on their background and interest. All electives must be approved by the faculty adviser.

Matriculation Requirements

1. Selection or assignment of a man-

agement information systems faculty adviser.

2. Fulfillment of all the prerequisites for the master's degree in MIS.

3. A B average in MIS 502, MIS 513, and MIS 523 or MIS 531.

At least 24 hours of the courses required for the degree must be completed following matriculation into the department.

Communication Skills

Ability to communicate is central to the MIS expert and students should expect that writing and speaking skills will be an essential requirement in all MIS courses. Entering students are required to pass a diagnostic writing examination administered by the Center for Teaching and Learning. Students with deficiencies in writing may be required to take ENG 375 Expository Writing.

Closure Requirement

All MIS graduates must complete MIS 583 Graduate Project and Seminar (four hours) or MIS 585 MIS Thesis and Seminar (eight hours). The nature of the project is contingent on the individual's career goals and may or may not include a practicum experience. Projects may involve, for example, design/analysis of an information system for an existing organizational need; development of one or more data bases for a potential organizational need; analysis of managerial needs or uses for information that is accessible in an existing data base; or analysis, design, security, and management of networks.

If the project/thesis is not completed during these initial four or eight hours, students must register for one hour of MIS 583/585, on an audit basis, for each semester the project/thesis remains incomplete. UIS policy precludes students who are not registered from using campus resources. If a leave of absence is requested and approved, continuous registration is not required. Failure to obtain a leave of absence will require retroactive registration of one credit hour per semester.

Department Requirements

MIS 502 Technical Foundations of Information Systems	4 Hrs.
MIS 513 Management Information Systems	4 Hrs.
MIS 523 Managerial Decision Support Systems or	
MIS 531 Strategic Decision Support Systems	4 Hrs.
MIS 542 Management of Data Base Systems* or	
CSC 572 Advanced Database Concepts	4 Hrs.
MIS 552 Systems Analysis and Design	4 Hrs.
MIS 562 Expert Systems	4 Hrs.
MIS 564 Telecommunications	4 Hrs.
One approved non-MIS elective	4 Hrs.
One approved course in organizational dynamics, such as BUS 541 or ADP 502**	4 Hrs.
MIS 583 Graduate Project and Seminar, and	4 Hrs.
One approved MIS elective*** or	4 Hrs.
MIS 585 MIS Thesis and Seminar	<u>8 Hrs.</u>
Total	44 Hrs.

*Students must take MIS 552 before MIS 542.

**UIS management majors are required to take ADP 542 or BUS 541.

***Those who write a thesis are not required to complete the MIS elective.

Students who have equivalent experience in all but MIS 583 or MIS 585 may substitute an approved elective but must complete 44 hours for the degree.

Grading Policy

MIS department majors must maintain a 3.00 grade-point average in all MIS degree requirements. Two successive semesters of probation may lead to a one-year suspension. One C in an MIS course is acceptable.

An MIS master's degree candidate may not take any of the 44 semester hours required for the degree on a credit/no credit or pass/fail basis. A grade of C is not

acceptable for a project (MIS 583) or a thesis (MIS 585).

Undergraduate MIS Minor

To earn an undergraduate minor in management information systems, students must complete a minimum of 16 semester hours, at least 12 hours of which must be upper-division course work taken at the University of Illinois at Springfield. Prerequisites include proficiency in spreadsheets and/or data bases or completion of CSC 317 Software Packages.

Required courses include ACC 311 Administrative Uses of Accounting Information (or two semesters of elementary accounting) or ECO 315 Economics for Administration or MGT 311 Management Skills and Organizational Behavior, and MIS 352 Principles of Management Information Systems, MIS 423 Decision Support Systems, and MIS 424 End User Systems Development and Implementation.

Special Facilities

The University of Illinois at Springfield features an outstanding variety of interactive and batch-processing computer systems, including access to an IBM mainframe, a Unisys minicomputer, an HP-9000, UNIX operating system, high performance silicon graphics workstations, Internet, numerous IBM-compatible microcomputers, and Macintosh microcomputers. Several campus computer laboratories in various locations are open seven days a week.



Course Descriptions

MIS 352 Principles of Management Information Systems (4 Hrs.)

Introduces students to fundamental concepts in management information systems, the role of computers in MIS, and some details of how the computer functions. Topics include various types of information systems, such as TPS, MIS, DSS, EIS, and ES, use of information by management, and information system applications. The student

will also be exposed to the application of MIS technologies in the development of business solutions through end user computing and topics such as computer hardware and software, operating systems, and security. Prerequisite: CSC 317, or familiarity with electronic spreadsheets and/or data bases (may be acquired through experience).

MIS 423 Decision Support Systems (4 Hrs.)

Provides non-majors an opportunity to develop personal computer skills that will help support organizational decision making. Students analyze real world examples of decision support systems and design small systems to support their own decision making activities associated with using a computerized business simulation. Computer lab time required. Prerequisites: MIS 352.

MIS 424 End User Systems Development and Implementation (4 Hrs.)

Establishes a foundation for developing information systems in organizations. Fundamental concepts considered include system analysis and design, application and development of databases, troubleshooting problems, and the behavioral considerations for implementing information systems. Prerequisite: MIS 423.

MIS 502 Technical Foundations of Information Systems (4 Hrs.)

Introduces details of hardware and software technologies necessary for information systems professionals. Particular hardware architectures (CISC, RISC), operating systems (Windows NT/95, UNIX, VM), and concepts of object-orientation will be described. Programming skills in a modern language will be developed. Prerequisite: Proficiency in a high level structured programming language such as COBOL, C, etc.

MIS 513 Management Information Systems (4 Hrs.)

Provides a foundation for understanding and analyzing information in organizations. Fundamental concepts of systems and information are covered. Topics include computer-based information systems, user requirements, and analysis and specification of systems requirements, life cycle, and security. Open to non-majors.

MIS 523 Managerial Decision Support Systems (4 Hrs.)

Understanding and applying systems that support management decision processes. DSS technology and applications, DSS generators, operations research methods, hands-on experience with several DSS tools and generators. Prerequisite: One semester of production/operations management. Open to non-majors.

MIS 531 Strategic Decision Support Systems (4 Hrs.)

Theoretical and practical aspects of collecting and

interpreting strategic information and using the results in organizational decision making. Includes computerized and noncomputerized sources of external data, selection and reprocessing of internal data, alternative means of storage and retrieval, and effective use of information in dynamic strategic decision processes. Open to non-majors.

MIS 542 Management of Data Base Systems (4 Hrs.)

The management of data base systems within organizational settings. Includes features of data base management systems, various data models, data base schema design, normalization, relational algebra, relational calculus, SQL, query optimization, and various indexing techniques. Prerequisites: MIS 502, MIS 552.

MIS 552 Systems Analysis and Design (4 Hrs.)

System life cycles, including planning requirements, analysis, components acquisition, installation, maintenance, enhancement, and evolution; emphasis on distributed systems, prototyping, and case tools. Individual and/or team project involving reports and walk-throughs. Prerequisite: MIS 502 or equivalent.

MIS 561 Competitive Information Systems (4 Hrs.)

Explores the use of computers and other technologies (CD-ROMs, cellular telephones, virtual reality, FAX machines, expert systems, multimedia, interactive laser discs, etc.) to gain a competitive edge in the marketplace. Focuses on the use of these technologies in real world situations in business, government, and nonprofit organizations. Cases are supplemented by readings and news items.

MIS 562 Expert Systems (4 Hrs.)

Equips students with fundamental skills needed in using expert-system shells to design expert systems applications. Covers topics such as knowledge representation for expert systems, conflict resolution, reasoning control mechanisms, models for inexact reasoning, and certainty factors. Prerequisite: MIS 513.

MIS 563 Parallel Processing (4 Hrs.)

Designed to expose the student to the concepts of parallel processing, architecture of parallel computers, parallel algorithms, and data base computers. Some existing parallel computers and data base machines will also be described. Prerequisite: MIS 502.

MIS 564 Telecommunications (4 Hrs.)

The principles and applications of telecommunications are emphasized. The technical and managerial aspects of telecommunications within a business are covered. International standardization efforts are introduced and the development

Management Information Systems

of local and public networks are compared. LAN and PBX standards, implementations, and performance are compared. Other topics include comparison between voice and data traffic and between analog and digital transmission methods and integration of voice, data, facsimile, and video. Prerequisite: MIS 502.

MIS 570 Topics in Management Information Systems (1-4 Hrs.)

An advanced topic from the current literature of MIS. May be repeated for an indefinite number of hours, but particular topics must differ.

MIS 571 Electronic Commerce: Business Uses of the Internet (4 Hrs.)

Tools and technologies needed for electronic commerce are reviewed. Business opportunities, challenges, and strategies for use of the information superhighway will be explored, as will strategies and vision on how to leverage the emerging national and global information infrastructure. Other topics include the impact of the emerging electronic market and commerce reengineering in today's corporations. Prerequisite: Graduate standing and familiarity with a computer and the Internet.

MIS 572 Neural Networks and Business Applications (4 Hrs.)

Study of neural networks technology and exploration of its potential applications in business and management through hands-on class projects. Neural networks tools such as Brainmaker (for Windows) and Neural Ware (for DOS). Topics include biological neurons and connections, expert systems vs. neural networks, fuzzy logic, machine learning, perceptron, back propagation, training and testing techniques, and others. Prerequisite: Graduate standing and a college-level statistics course.

MIS 583 Graduate Project and Seminar (4 Hrs./1 Hr.)

Closure experience involving an advanced problem or need in MIS; may or may not involve a practicum. For project examples, see "Closure Requirement" section. Project topic must be approved in advance by the MIS Department Committee; written report and oral presentation required. Students are required to participate in a

regularly scheduled seminar that covers the process of project design and methods in MIS. Course may be repeated, but only four hours may be used to satisfy degree requirements. **Note:** If the project is not completed during the initial four-hour enrollment, students must register for one credit hour on an audit basis in all subsequent semesters until the project is completed.

MIS 585 MIS Thesis and Seminar (8 Hrs./1 Hr.)

Academic study of a student-selected topic in MIS that involves a survey of relevant literature and empirical analysis. Thesis topic must be approved in advance by the MIS Department Committee; written report and oral presentation required. Students are required to participate in a regularly scheduled seminar that covers the process of conducting research in the field of MIS and phases of the research process. Course may be repeated, but only eight hours may be used to satisfy degree requirements. **Note:** If the thesis is not completed during the initial eight-hour enrollment, students must register for one credit hour on an audit basis in all subsequent semesters until the project is completed.

Service Courses

MIS 322 Structured Programming in COBOL (4 Hrs.)

Comprehensive course in COBOL programming. The concept of structured programming is used in practical exercises involving COBOL programming. Techniques of sequential, indexed sequential, and direct access of tape and disk files and major advanced COBOL programming techniques are covered. This is an intensive course and requires a large amount of outside classroom programming. Prerequisite: One semester of college algebra or college mathematics, or equivalent.

MIS 342 Application Development Using Lotus 1-2-3 (2 Hrs.)

Designed for individuals interested in learning and using the Lotus 1-2-3 software package. Emphasis is placed on applications development and uses of the software as a decision making tool. Considerable time in the microcomputer lab is required.

College of Health and Human Services

Larry Stonecipher, Dean

Faculty of the college take full advantage of UIS' location the state capital by maintaining close ties with three teaching hospitals, the central offices of state agencies, and the regional offices of federal agencies. Faculty serve on a variety of professional advisory boards and on the boards of local community health and social service delivery agencies. Due to the large number of state government employees, educators, and health care professionals in Springfield, the college's academic programs are vital to the city's economic and employment base.

Students enrolled in the college's undergraduate programs prepare for professional careers as social workers, teachers, counselors, school administrators, gerontologists, nurses, public health professionals, and researchers. Programs in the college are closely involved with the Applied Study and Experiential Learning Term and the Career Services/Placement Office to ensure that students have realistic career objectives and receive field experience in their chosen professional areas.

The social work program is currently a candidate for national accreditation and works closely with a wide variety of human social service agencies. The human development counseling program is nationally accredited and provides teaching emphasis in community counseling, marriage and family therapy, and school counseling. The sociology/anthropology program provides undergraduate students with a basic grounding in sociological concepts and a variety of international cultures. The nursing program offers a curriculum for registered nurses that is accredited by the National League of Nursing and leads to the bachelor of science degree in nursing. Students completing a master's in public health degree are sought by numerous public and private health care agencies.

The college's gerontology program offers graduate students preparation in employment in the fastest-growing segment of society, including providing direct services to senior centers and nursing homes, administering and evaluating service-delivery systems for the elderly, and assisting in legislative bodies that serve older persons. The child, family, and community services program is designed to provide advanced professional training for graduate students in human services such as family therapy, child therapy, social service administration, adult development and aging, social change, and substance abuse.

The teacher education sequence provides students majoring in other disciplines the opportunity to complete their required study to become certified and enter the teaching profession. A major goal of the sequence is to prepare certified elementary and secondary teachers who are competent in subject matter and who understand the psychological and sociocultural characteristics of learners. Students completing the educational administration graduate degree are prepared to become educational supervisors and administrators in school systems across the state.

Faculty use a variety of innovative teaching strategies and technologies in the classroom and apply their research and scholarship to the course work that they teach. Many of the faculty of the college have national and international reputations in their areas of expertise.

Degrees, Minors, and Concentrations

Bachelor of Arts: Social Work (B.S.W.), Sociology/Anthropology. **Bachelor of Science:** Nursing. **Master of Arts:** Child, Family, and Community Services, Educational Administration, Gerontology, Human Development Counseling, Public Health (M.P.H.). **Minors:** Anthropology, Sociology. **Certification:** Teacher Education (a) Elementary Education, (b) Secondary Education: English, Mathematics, Science, Social Science.

Child, Family, and Community Services

M.A.

Faculty — Rachell Anderson, Harry Berman, Martin Martsch, Sandra Mills, Michael Townsend, Don Yohe

Adjunct Faculty — Dan Detweiler

The Master's Degree

The master's degree in child, family, and community services is designed to provide advanced professional training for students who have an undergraduate education and experience in the human services.

The objective of the graduate curriculum is to provide students with a core education in the human services professions while allowing flexibility for individual areas of study.

Entrance Requirements

Students must have a bachelor's degree with a good liberal arts base. A student need not have majored in a human service program, but course work in the human services is helpful. Specific prerequisites are a basic interviewing skills course, a life-span human development course, a professional human service ethics course, and a research methods course. The student's adviser and other appropriate faculty assess all competencies.

The admission process includes an application, review of transcripts, and letters of recommendation. Application materials are available in the CFC program office and from the UIS Office of Enrollment Services. Students may complete up to 12 hours of course work without formal admission. Degree candidates must meet prerequisites and admission requirements, as well as agree on a program of study with an adviser before continuing beyond 12 hours in the curriculum. Admissions to the program are made

twice each academic year. Prior to admission to the program, no core courses may be taken without permission of the program chair.

Areas of Study

Program majors are required to select an area of study within the human service field. A coherent individualized plan of study is chosen in consultation with the academic adviser and totals at least 16 semester hours. Individual study areas provide program flexibility and help address the diverse experiences and educational and career goals of individual students.

Some examples of areas of study include social service skills, family studies, gerontology, and social service administration. Recent graduates have also chosen study areas such as child welfare, family policy, and women and the social services. Courses may be from CFC, as well as from other relevant programs, and should be selected in careful consultation with the adviser. Students who are preparing for licensure must take appropriate courses.

Grading Policy

Graduate students must earn at least a B in all courses taken.

Master's Closure

A master's project is required of all graduate majors. This project may focus on a practice issue, an empirical study, a social action issue, or a social policy review. Guidelines for the project are available from the program upon request.

Students must earn a total of four hours credit in the master's project seminar (CFC 520); however, they should accrue the total in increments. Campus policy requires that students be enrolled in at least one semester hour of master's project credit for each semester after they have begun their graduate closure exercise until that exercise is completed. For CFC students, this means that if the project is not completed by the end of the initial four hours in CFC 520, students must register to audit the course for one hour of credit each semester until the project is completed.

Internship

The 4-credit-hour internship is designed to provide an opportunity for students to integrate knowledge and skills gained in course work with direct practice. A professional training internship consists of intensive work experience in a social service environment, with 100 work hours equal to one internship credit hour.

Students with three years of supervised full-time experience in social services may, in consultation with their academic advisers, petition to substitute four hours of regular course work for the internship.

Program Requirements

The master's program requires 40 hours of graduate-level courses.

Core Requirements

CFC 511 Social Policy/Social Services	4 Hrs.
CFC 512 Psychosocial Dysfunction	4 Hrs.
CFC 513 Social Action and the Helping Professions	4 Hrs.
CFC 514 Staff Development and Supervision	4 Hrs.
CFC 520 Master's Project Seminar	4 Hrs.
CFC 550 Internship	4 Hrs.

Areas of Study

(A combination of courses selected in consultation with the

adviser to meet the student's educational and professional goals)	16 Hrs.
Total	40 Hrs.

Examples of Areas of Study

Social Service Administration

ACC 505 Financial Management for Nonprofit Organizations	4 Hrs.
CFC 538 Social Service Administration	4 Hrs.
SWK 484 Introduction to Nonprofit Management	2 Hrs.
CAM 508 Marketing for Non-profit Organizations	4 Hrs.
LES 486 Legal Aspects of Nonprofit Organization Management	2 Hrs.
MGT 431 Human Resource Management	4 Hrs.

Child Development and Welfare

SWK 431 Treating the Unwanted Child	4 Hrs.
CFC 554 Child Psychopathology and Therapy	4 Hrs.
SWK 438 Children and the Law	4 Hrs.
PSY 422 Child Development	4 Hrs.
PSY 423 Adolescence	4 Hrs.

Family Studies

SWK 432 Sociology of Families	4 Hrs.
SWK 446 Family Law	4 Hrs.
SWK 454 History of the Family	4 Hrs.
SWK 467 Family Dynamics	4 Hrs.
CFC 534 Introduction to Family Therapy	4 Hrs.



Course Descriptions

Core Courses

CFC 511 Social Policy/Social Services (4 Hrs.)
In-depth understanding of the U.S. human services system, including historical and current view of the system, concepts of human causes and needs, idealized components of the delivery system, roles and conflicts of the human services professional, and overview of required practice skills.

CFC 512 Psychosocial Dysfunction (4 Hrs.)
The three levels in which persons develop problems – intrapsychic, interpersonal, or organiza-

Child, Family, and Community Services

tional – and the assessment skills needed to determine the reasons for these problems. Presents an initial understanding of how all levels may interact to cause a complicated knot and how a professional might assist in unraveling that knot.

CFC 513 Social Action and the Helping Professions (4 Hrs.)

History and legacy of past social activists and exploration of the relationship between major social problems and individual dysfunctions. Presents ways helping professionals in diverse settings engage in effective social action activities.

CFC 514 Staff Development and Supervision (4 Hrs.)

Training in and background understanding of personnel issues, staff development models, and principles of direct supervision.

CFC 520 Master's Project Seminar (1-4 Hrs.)

Under faculty supervision students carry out a research or practice project that demonstrates skill at conceptualizing social phenomena, formulating a problem, and designing a problem-solving process in the form of an approved project. **Note:** If the project is not completed by the time the initial four hours of credit are accumulated, students must register for one hour on an audit basis in all subsequent semesters until the project is completed.

CFC 550 Internship (1-4 Hrs.)

Intensive direct service experience in a social service agency. Regular supervision required. Placement is developed with adviser; 100 hours of service earns one credit hour. Course is generally taken for two credit hours. Service time may be concurrent with classes or may be full time.

General Courses

CFC 515 Research (4 Hrs.)

Graduate-level research class with emphasis on evaluating programs and practice. Research project required. Fulfills program prerequisite, licensure, and AAMFT requirements.

CFC 516 Professional Ethics (4 Hrs.)

Graduate-level comprehensive ethics course covering ethical issues in areas such as counseling and therapy, business management, and child welfare. Fulfills program prerequisite, licensure, and AAMFT requirements.

CFC 521 Advanced Interviewing and Intervention (4 Hrs.)

The helping relationship, with emphasis on skill development. Recommended for students in human services who use therapeutic interviewing. Videotaping used. Prerequisite: SWK 411, or equivalent experience.

CFC 534 Introduction to Family Therapy (4 Hrs.)

Major techniques of family therapy, with emphasis on integration of theoretical constructs and therapeutic skills. Lecture, demonstration, and laboratory learning approaches used. Students analyze a family system and present projects demonstrating comprehension. See HDC 534.

CFC 538 Social Service Administration (4 Hrs.)

Comprehensive introductory course surveying principles, methods, and problems encountered by social/human services administrators. Suitable for graduate students and undergraduate seniors majoring in a human service program. Topics include social service formation and law, policy and boards, system components, administrator tasks, and typical problems.

CFC 554 Child Psychopathology and Therapy (4 Hrs.)

Recognition and definition of clinical problems of childhood. Students learn how to disclose clinical results, prescribe treatment approaches, and outline theoretical positions based upon research findings.

CFC 558 Theories of Family Therapy (4 Hrs.)

Theories and models of family therapy, emphasizing integration of issues relating to family treatment with systems theory. Family therapy issues will be compared across treatment models. Students read extensively in one or more approaches and make class presentations. Prerequisite: CFC 534, or HDC 534, or equivalent. See HDC 558.

CFC 568 Psychology of Aging (4 Hrs.)

Foundation in psychology of adult development and aging, with emphasis on theories, methodologies, and research findings. Focus on cognitive, social, psychological, and mental health aspects of aging. See GER 502.

CFC 576 Community Organization: Theory and Models (4 Hrs.)

Sets of organizing tactics that can consistently contribute to successful strategies for social change. Reviews divergent thematic approaches and examines actual case studies to evaluate their validity and effectiveness.

CFC 579 Seminar on Social Change (4 Hrs.)

Historical, theoretical, and practical examination of processes intended to create change at the macro-level in society. Contemporary social movements and their ideology are examined as to impact and potential for change in the social order.

CFC 581 Adult Development and Aging (4 Hrs.)

Recent contributions to the understanding of adult development and aging that draw on psychoanalytic concepts. These include the forma-

Educational Administration

M.A.

Faculty – B. Douglas Anderson, James Cherry, Scott Day, Marcia Salner

Adjunct Faculty – Carmen Chapman, Calvin Jackson, George Kohut, Mary Loken, Charles Matthews, David Turner, Rebecca Woodhull

The educational administration program is designed to meet the in-service and professional growth needs of Illinois educators. The curriculum provides an opportunity to obtain the M.A. in educational administration, as well as fulfill state requirements for the general supervisory and the general administrative certificates.

Courses in the educational administration program are appropriate for classroom teachers, State Board of Education personnel, central administrative staff, and school board members. A wide selection of courses is available to meet varying student needs and interests, while fulfilling degree and/or certification requirements.

Admissions

Students must apply to UIS before it is possible to enroll in courses. To be eligible for admission to the ADE program, a student must have completed a bachelor's degree with a grade-point average of 3.00 or better on a 4.00 scale. A student can be conditionally admitted if the GPA is between 2.50 and 3.00. Conditional admission means that the student must achieve a GPA of 3.00 or better in the first eight hours of course work in the ADE program. If a student achieves the required GPA within those first hours, he or she will be fully admitted to the program.

Applicants must have a valid state-issued teaching certificate. A photocopy of the certificate should be submitted at the time of application for admission to the ADE program.

All students are required to meet admission deadlines. All admissions materials must be received before June 15 for

admission to the ADE program for the fall semester, before November 15 for the spring semester, and before April 1 for the summer session. Late applications will be considered for the following semester.

Off-Campus Classes

During the fall and spring semesters, ADE courses are regularly offered in Decatur. Courses are occasionally offered in Jacksonville, as need dictates.

Certification Program

Individuals interested in obtaining supervisory and/or administrative positions in Illinois public schools must be properly certified. General requirements established by the State Teachers Certification Board include a master's degree, two years of documented successful teaching experience, 32 semester hours of graduate courses divided over four content areas, and clinical experiences. Courses required for the general supervisory and general administrative certificates can be completed in the educational administration program. Detailed information about course requirements is included in the *ADE Student Handbook*, available from the program office.

All students must apply for admission to the certificate program. Requirements are completion of a master's degree or admission to the UIS educational administration master's program.

Clinical Experiences

Candidates for the general administrative and/or general supervisory certificate are required to include clinical experi-

ence in their programs. Students seeking these certificates are required to complete ADE 526 and ADE 527 (see course descriptions). In addition, clinical experiences are included in a number of ADE courses (e.g., ADE 512 School Business Management, ADE 519 The Principalship, ADE 521 Personnel Management).

Advising

A student enrolled in the educational administration program is expected to see a faculty adviser no later than the second semester of enrollment. Assistance in selecting an adviser is available from any member of the ADE faculty. The faculty adviser assists the student in planning his/her program of studies and is also available to provide career counseling.

Grading Policy

A passing grade in an ADE course is considered B or above. A failing grade is given for work below that level. The grade of C awarded during the effective period of this catalog will be counted, provided that an equal or greater number of A credit is earned in ADE courses. However, no more than eight semester hours of C grades will be accepted.

Master's Closure

All educational administration degree candidates are required to complete ADE 528 Case Studies in Educational Administration and ADE 529 Master's Project.

Students interested in advanced graduate training may elect to do a formal thesis by substituting ADE 500 for ADE 529. Credits earned for a master's project or thesis are included in the 40 semester hour requirement for the master's degree. ADE 505 Introduction to Research is a prerequisite for ADE 528 and for work on a project or thesis. Completion of ADE 528 is a prerequisite for ADE 529 and ADE 500. If the project or thesis is not completed during the initial semester of enrollment in ADE 529 or ADE 500, stu-

dents must register for one hour on an audit basis in all subsequent semesters until the project or thesis is completed.

Communication and Library Skills

Oral and written communication skills are practiced and evaluated in most ADE courses. Satisfactory completion of ADE 528 and either 529 or 500 fulfills the UIS communication skills requirement.

Completion of the required course ADE 505 Introduction to Research satisfies the library skills requirement.

Program Requirements

The master's degree requires completion of 40 semester hours, including a minimum of 32 hours of ADE courses and eight hours of electives. There are five required courses:

ADE 505 Introduction to Research	4 Hrs.
ADE 509 Organizational Dynamics	4 Hrs.
ADE 511 Curriculum	4 Hrs.
ADE 528 Case Studies in Educational Administration	2 Hrs.
ADE 529 Master's Project	2 Hrs.

Certification requirements are detailed in the *ADE Student Handbook*.



Course Descriptions

ADE 500 Thesis (2-8 Hrs.)
Credit awarded upon acceptance of thesis. May be substituted for ADE 529. Prerequisite: ADE 528.

ADE 501 Organization and Administration (4 Hrs.)
An introductory course for people considering or starting the master's program in educational administration or seeking supervisory endorsement on a type 10 certificate. Provides an overview of the organization and administration of American public education. Basic concepts will

be introduced; policy issues will be considered; administrative skills, behaviors, and processes will be explored.

ADE 502 School Finance (4 Hrs.)

Sources of school revenue, analysis of expenditure policies, intergovernmental relationships, introduction to economics of education, trends and issues, and other aspects of school finance. Clinical experiences included.

ADE 503 School Law (4 Hrs.)

An examination of the legal aspects of public education; statutory and case law; rights and responsibilities of boards, administrators, teachers, and students; legal principles; and specific applications.

ADE 504 Politics of Education (4 Hrs.)

Political effects on education at federal, state, county, and local levels. Political roles of superintendent, board, and special interest groups. Political activities of principals, teachers, and community groups; effects of court decisions and legislation. Clinical experiences included.

ADE 505 Introduction to Research (4 Hrs.)

Basic research methods in educational administration. Topics include qualitative and quantitative research design, sampling, ethics, instrumentation, and validity.

ADE 508 School/Community Relations (4 Hrs.)

Relationships of schools to communities and citizen involvement in educational issues; development of effective ways for educators to deal with new role of the public; changes in school/community relations practices. Emphasis on effective communication processes. Clinical experiences included.

ADE 509 Organizational Dynamics (4 Hrs.)

Structure and function of an organization as a social system and of individual, group, and leadership processes and behavior within it. Clinical experiences included.

ADE 511 Curriculum (4 Hrs.)

Modern curricular theories, practices, and development. Sources of knowledge used in formulation of elementary and secondary curricular patterns that have emerged in American education. Approaches to curricular study, revision, and evaluation. Clinical experiences included.

ADE 512 School Business**Management (4 Hrs.)**

Local school business management. Includes principles and practices of accounting, budgeting, debt service, insurance, investments, lunch programs, maintenance and operations, purchasing, transportation, and other responsibilities of man-

aging school business affairs. Clinical experiences included.

ADE 513 Educational Evaluation (4 Hrs.)

Theory, techniques, and application of evaluation as related to policy formulation and decision making in an educational environment. Recommended completion of ADE 505 prior to enrollment.

ADE 514 Collective Bargaining (4 Hrs.)

An examination of the history and impact of collective bargaining in public education and of the changing attitudes and problems and of the collective bargaining process itself.

ADE 519 The Principalsip (4 Hrs.)

Competencies, role, and responsibilities of the building principal. Elementary, junior high, and senior high school principalships studied. Current research, issues, and problems considered. Clinical experiences included.

ADE 521 Personnel Management (4 Hrs.)

Personnel function in educational administration, including hypotheses, concepts, and practices for resolving human problems in educational systems. Problems of manpower planning, compensation, collective negotiations, personnel information, and continuity of personnel services. Clinical experiences included.

ADE 525 Supervision of Instruction (4 Hrs.)

Application of principles of supervision in the instructional setting. Includes current curricular and instructional practices, K-12. Specific goal is improvement of curricular and instructional practice through the supervisory role.

ADE 526, 527 Supervised Clinical**Experience (2 Hrs. each)**

Sequence of on-site practical experiences provides student with opportunities to work with administrative practitioners in the educational enterprise. These planned and supervised experiences must be worked out among the faculty coordinator, on-site supervisor, and student. Designed to be taken in consecutive semesters; required of students seeking general supervisory or general administrative certificates. Prerequisites: 20 hours of course work to include ADE 502 or ADE 512, ADE 503, ADE 511 or ADE 525, and ADE 519 or ADE 521.

ADE 528 Case Studies in Educational Administration (2 Hrs.)

Integrative course using case analysis of various aspects of educational administration and school practices. Student's particular area of interest is the focus of a required written proposal for a major project to be completed during ADE 529. Prerequisites: 28 hours of ADE course work

including ADE 505 or approved equivalent. Clinical experiences included.

ADE 529 Master's Project (2 Hrs./1 Hr.)

Student carries out inquiry and/or problem-solving project designed and approved in ADE 528 and submits a report on the project that must be accepted by a committee of three faculty members. Prerequisite: Completion of ADE 528. **Note:** If the project is not completed during the initial two-hour enrollment, students must register for one hour on an audit basis in all subsequent semesters until the project is completed.

ADE 531 The Organization and Administration of Special Education (2 Hrs.)

Philosophy, development, legislation, and current status of Illinois special education. Emphasis on cooperatives and their management including budget, personnel, and governing boards.

ADE 532 Current Issues and Problems in the Administration of Special Education (2 Hrs.)

Current issues confronted by directors, such as new state and federal legislation, new state policies and regulations, and P.L. 94-142 implementation. Staff recruitment, in-service, and personnel evaluation considered; effective governing board policies and relations examined.

ADE 533 Organization and Administration of Vocational/Technical Education (2 Hrs.)

Philosophy, development, legislation, and current status of Illinois vocational/technical education. Emphasis on cooperatives and their management, including budget, personnel, and governing boards.

ADE 534 Current Issues and Problems in the Administration of Vocational/Technical Education (2 Hrs.)

Current issues confronted by directors, such as new state and federal legislation, new state policies and regulations, and program evaluation. Staff recruitment, in-service, and personnel evaluation considered; effective governing board policies and relations examined.

ADE 535 Philosophy of Education (4 Hrs.)

Major philosophical views of aims and processes of education. Consideration given to educational ideas of such thinkers as Plato, Augustine, Rousseau, and Dewey, as well as to assumptions underlying current reform proposals. See PHI 535.

ADE 590 Independent Research and Study (1-4 Hrs.)

Supervised investigation into specific topic or research project selected by student with faculty approval. May include library or field work.

Gerontology M.A.

Faculty – Jeffrey A. Chesky, Rosamond Robbert

Associated Faculty – Harry Berman, Robert Crowley, Steven A. Egger, Karen Kirkendall, John Munkirs, Proshanta Nandi

Adjunct Faculty – C. Jean Blaser, Kathleen Campbell, Jill Henson, Jim Lewis, Nancy Nelson, Victor Wirth, Ron Zec

Gerontology is the study of aging – the specific changes that occur in older individuals as well as the broader psychosocial and health issues confronting them.

One out of every eight Americans is age 65 or older; the age group 75 and over is the fastest growing segment of society. These demographic facts raise important questions about health care, social services, Social Security, education, and employment opportunities, and about the quality of life for the older population. Gerontology brings together a number of disciplines – administration, anthropology, biology, economics, ethics, history, law, medicine, nursing, psychology, and sociology – all of which are involved in issues of aging.

Gerontology is, therefore, multidisciplinary. Biology investigates the physiological processes of aging, the gradual growth and decline of body functions, and the increasing probability of disease and eventual death. Psychology explores emotional stability and changes in intellectual and emotional processes, coping and adaptive behavior and self-concept – personality traits through which people express themselves as they age. Sociology studies roles and responsibilities in situations where older persons interact with others, such as family, education, politics, community, occupation, religion, and leisure. Students are provided a generic background that builds on undergraduate disciplines and permits latitude in developing specific career interests.

Such graduate-level education prepares professionals to become skilled administra-

tors, planners, supervisors, consultants, instructors, and practitioners. Internships provide opportunities to put classroom learning into practical operation.

Graduates of the program are involved in a variety of activities, including providing direct services to individuals, senior centers, nursing homes, and other facilities; planning, administering, and evaluating services and service-delivery systems for the elderly; transmitting information about aging through writing, speaking, or the media and serving as advocates for the elderly; consulting with older persons and/or their families; assisting in legislative bodies and public or private organizations that serve older persons; teaching gerontology to university, secondary, and elementary students; and teaching older adults or others preparing for later life or retirement.

It is possible for students who are accepted into both the gerontology and human development counseling program to earn an M.A. in both majors. For details, please contact the respective programs.

Entrance Requirements

1. Apply for graduate admission to the University of Illinois at Springfield.
2. Apply to the gerontology program for admission to the M.A. degree program.

Applications for admission to the program are reviewed by the Gerontology Program Admissions Committee. Applicants are expected to have undergraduate

preparation in the natural and social sciences. Experience in health or social services is also desirable.

Advising

Advising in the gerontology program takes an individual approach to the academic and professional development of each student. Upon admission to the program, each student is assigned a temporary adviser for assistance with academic planning; thereafter, students choose an adviser from the gerontology program or associated faculty. Among other things, the adviser serves as the chairperson of the student's master's project/thesis committee.

Grading

Students are required to maintain an overall grade average of 3.00, with no more than one grade below B- in a gerontology core course.

Program Requirements

The master's degree in gerontology requires successful completion of 44 semester hours of course work. Of the total, 20 hours are required core courses, 16 hours are electives, four hours are an internship and four hours are the M.A. project/thesis. Course substitutions are possible based on previous course work and/or experience; students should consult their advisers. Students who have not had an introductory gerontology course are required to take GER 402 Perspectives on Aging. This four-hour course is a prerequisite and may not be counted in the overall hours for the degree.

Course requirements are as follows:

Multidisciplinary Core Courses

GER 411 Social Research Methods or equivalent	4 Hrs.
GER 501 Biology of Aging	4 Hrs.
GER 502 Psychology of Aging	4 Hrs.
GER 582 Aging and Human Services	4 Hrs.

GER 587 Professional Seminar – Grant Writing	4 Hrs.
Total Core	20 Hrs.

Other Requirements

GER 580 Gerontology Internship	4 Hrs.
GER 588 M.A. Project/Thesis	4 Hrs.
Total Other	8 Hrs.

Electives	16 Hrs.
Total	44 Hrs.

Electives

The 16 hours of electives may be used to develop a particular specialization within gerontology, such as administrative service, counseling, education, health service, long-term care or program planning, or evaluation. Students choose specialization electives with the assistance of the adviser and in consultation with faculty from other relevant programs. Four hours of elective credit may be earned by a second registration in GER 580 Gerontology Internship.

Professional Development Sequence

The 12-hour graduate professional development sequence in gerontology is designed for individuals who already have one graduate degree and are working in some capacity with the elderly population. However, any student or practitioner who desires or needs basic graduate-level coursework in gerontology is encouraged to take advantage of this educational offering.

The courses that comprise this sequence are:

GER 501 Biology of Aging
GER 502 Psychology of Aging
GER 582 Aging and Human Services

Students who have not previously completed an introductory gerontology course are required to enroll in GER 402 Perspectives on Aging either before entering this sequence or in their first semester in the sequence.

For satisfactory completion of this

sequence, students must maintain an overall grade-point average of 3.00 in all gerontology courses taken at UIS with no more than one grade below B-.

For more information and application to the sequence, please contact the gerontology program.

Master's Closure

In addition to completing required course work, all M.A. candidates must complete a master's project or thesis developed jointly with the adviser and the M.A. project/thesis committee. Following specific guidelines, the project may be a workshop, thesis, problem-solving exercise or similar closure experience. Students must enroll in the master's project/thesis course (GER 588) for a total of four hours of credit; however, they may accrue the total in increments. Campus policy requires that students be enrolled in at least one semester hour of master's project/thesis credit for each semester after they have begun their graduate closure exercise until that exercise is completed. For gerontology students, this requirement means that if the project/thesis is not completed by the end of the four hours in GER 588, students must register to audit GER 588 for one credit hour in all subsequent semesters until the project/thesis is completed.



Course Descriptions

GER 402 Perspectives on Aging (4 Hrs.)

Overview of disciplines related to the field of aging, including perspectives of biology, psychology, economics, and sociology, as well as newly developing areas of gerontology. May not be used as part of the 44 hours needed for the degree.

GER 411 Social Research Methods (4 Hrs.)

Firsthand experience carrying out small-scale research projects in areas of personal interest. Ethics in social research, formulating research questions, survey and experimental design, interviewing, sampling, direct observation, content analysis, evaluation research, and critiques of

social science methods will be covered. See SOA 411.

GER 412 Retirement (4 Hrs.)

Major psychological and social policy issues relating to retirement, including mandatory versus flexible retirement policies, early retirement trends, and economics of aging.

GER 422 Long-Term Care Administration (4 Hrs.)

Theory, philosophy, and behavioral aspects of administration and management of long-term care facilities. Role of administrators relative to management, community activities, public relations, ethical practices, licensure, and state and federal agency requirements. See HSA 422.

GER 442 Law and Aging (4 Hrs.)

Laws and legal problems having greatest impact on the elderly; analysis of tools and techniques available to the advocate. See LES 442.

GER 447 Moral Dilemmas in Health Care (4 Hrs.)

Applicability of traditional ethical standards to currently controversial issues in health professions, such as allocation of scarce medical resources, honesty with dying patients, informed consent from patients, psychosurgery, and euthanasia. Students are encouraged to further develop and understand their own value orientation and come to better appreciate those of others. See PHI 447, HSA 466.

GER 451 Policies and Programs for the Elderly (4 Hrs.)

Review of local, state, and national policies with respect to allocation of monies and development of programs for older persons. Policies and programs analyzed in relation to current needs and projected future service requirements. Prerequisite: Permission of instructor.

GER 456 Aging, Health, and Nutrition (4 Hrs.)

Relationship between nutrition and health in the elderly, including nutritional requirements in aging, nutrition and longevity, nutrition in disease (e.g., cardiovascular disease, cancer, diabetes), and additional topics, such as the role of exercise in maintaining health.

GER 458 Health Law (4 Hrs.)

Historical and current legal status in physician and hospital liability; confidentiality of medical records; labor law in health organizations; medical ethics and the law; recent legal developments in utilization review, rate review, planning, and other legal-medical areas. Prerequisite: HSA 301 or permission of instructor. See HSA 458.

GER 463 Sociology of Death, Dying, and Bereavement (4 Hrs.)

Social structures, attitudes, beliefs, and values

about death, dying, and bereavement in contemporary American society as well as in other societies and other time periods will be considered. Medical, legal, religious, and psychological issues in relation to death, dying, and bereavement will be considered. Not recommended for persons recently bereaved. See SOA 463.

GER 468 Crime and the Elderly (4 Hrs.)
Focuses on the growing population of older adults regarding their criminality and extent of victimization. Topics include neglect, abuse, and financial exploitation of the elderly as well as the criminal justice response to both elderly victims and the older offender.

GER 475 Economics of Aging (4 Hrs.)
The demographic, political, and economic realities that influence retirement trends. Specific emphasis is placed on who retires and why, who pays and why, and debunking myths such as the inability of our economic system to support larger numbers of retirees.

GER 484 Introduction to Nonprofit Management (2 Hrs.)
An introduction to managing nonprofit organizations, including the history of nonprofit organizations, their role in society, and the role of volunteers and philanthropy. See SWK 484.

GER 501 Biology of Aging (4 Hrs.)
Aging as a universal biological process; theories of aging; genetic and environmental factors in longevity and aging; age-related changes in human organ systems (e.g., cardiovascular, nervous, respiratory); and pathobiology of aging.

GER 502 Psychology of Aging (4 Hrs.)
Foundation in psychology of adult development and aging, with emphasis on theories, methodologies, and research findings. Focus on cognitive, social, psychological, and mental health aspects of aging. See CFC 568.

GER 503 Sociology of Aging (4 Hrs.)
An examination of the process of aging in American society. Major consideration will be given to theories of aging and the social implications of age grading, the meaning of work and retirement, and the status and roles of the elderly.

GER 510 Oral History Methods (2-4 Hrs.)
Mastery of oral history technique, including interviewing, transcription, and editing. Includes technical and conceptual literature, collateral fields, and professional concerns. Student work added to UIS oral history collection. See HIS 520.

GER 511 Cross-Cultural Studies in Gerontology (4 Hrs.)
Concepts of aging in various cultures, including cultural responses to aging and various support services for older persons.

GER 521 Alzheimer's Disease and Related Disorders (4 Hrs.)
Focuses on the medicalization of dementia in contemporary and historical perspectives. Students examine multiple issues related to Alzheimer's disease as a social and medical problem.

GER 532 Counseling the Adult/Aged (4 Hrs.)
Counseling techniques and related problem-solving strategies for helping adults in society. Variety of solutions proposed to alleviate problems troubling adults.

GER 565 Experimental Gerontology (1-4 Hrs.)
Laboratory projects dealing with age-related changes in biological systems.

GER 580 Gerontology Internship (4 or 8 Hrs.)
Internship in a setting providing services, directly or indirectly, for older persons. Experience is related to career interests of student. May be repeated for a maximum of eight hours.

GER 581 Seminar on Adult Development and Aging (4 Hrs.)
Recent contributions to the understanding of adult development and aging that draw on psychoanalytic concepts. Includes the formation of sexual identity, ego development over the life course, mid-life crisis in men and women, late onset psychopathology, and successful aging. See CFC 581.

GER 582 Aging and Human Services (4 Hrs.)
Process and condition of being aged, together with social services that operate to lessen problems of aging. Evaluation of services, attitudes, and policies that inhibit or promote service delivery. See CFC 582.

GER 587 Professional Seminar - Grant Writing (4 Hrs.)
Includes grant writing, research design, evaluation, basic statistics, and ethics.

GER 588 M.A. Project/Thesis (1-4 Hrs.)
Developed jointly with adviser and master's project/thesis committee. Following specific guidelines, students may choose either a thesis or project as a closure requirement. The project may be the development of a workshop, a problem-solving exercise, or similar closure experience. **Note:** If the project/thesis is not completed by the time the initial four hours of credit are accumulated, students must register for one hour on an audit basis in all subsequent semesters until the project/thesis is completed.

GER 599 Independent Study: Tutorial (1-4 Hrs.)
Opportunity for individualized learning.

Human Development Counseling M.A.

Faculty – William Abler, Robert Crowley, Jean Griffin, James E. Lanier, James Pancrazio

Associated Faculty – Judy Shipp

Adjunct Faculty – Mark Bridge, Janice Goltz-Gambach, Lois Korda, Dolores Trello

The basic educational goal of the human development counseling program centers around the identification and education of students who hold promise for enriching the lives of others through helping relationships or counseling. Attaining that goal requires that students acquire a body of knowledge related to the helping professions as well as a set of competencies needed to apply that knowledge effectively.

The human development counseling program offers three areas of study: community counseling, marriage and family therapy, and school counseling. These areas of study allow graduates to provide counseling and consulting services at a professional level in a wide variety of environments. Career options for graduates in the community counseling/marriage and family areas include counseling in mental health, correctional, social welfare, rehabilitative, and human relations agencies, institutions, and environments. Study in school counseling leads to elementary and secondary school counselor certification that has Illinois State Board of Education approval. Since opportunities for employment within each of these areas of study vary widely, prospective students should consult an adviser before choosing a career option.

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) has conferred accreditation upon the following emphases in this program: (a) community counseling and (b) school counseling. Successful completion of the curriculum for either of these leads to eligibility for national accreditation.

Students who are pursuing or have

completed the M.A. degree may develop an individualized course of study that may qualify them for membership in the American Association for Marriage and Family Therapy (AAMFT). This opportunity involves additional preparation beyond the M.A. degree. Information and advising are provided through the program.

Entrance Requirements

Admission prerequisites include courses in abnormal, developmental, and social psychology/sociology and a grade-point average of at least 2.75 over the last two years of undergraduate coursework. Courses taken at the University of Illinois at Springfield or elsewhere to fulfill these prerequisites may not be applied toward the graduate degree. All prerequisites must be completed before enrolling in HDC 501.

Personal references, an interview, and a supervised written essay are required for admission to the program. Graduate Record Exam scores are recommended. HDC faculty may require students to take additional personality or vocational measures.

In addition to completing the UIS application process, interested applicants should contact the HDC program office for program applications. Necessary transcripts should be sent to Admissions along with a request that they be forwarded to HDC. To ensure consideration for admission to degree status in the summer or fall term, all completed application materials should be postmarked by December 31.

Full acceptance to the HDC program is based on evaluation of admission requirements. Students who are not fully admit-

ted may register as special students for a maximum of 12 semester hours. Participation in these courses, however, in no way guarantees eventual acceptance into the program or that these hours will be accepted toward the graduate degree.

Admission and Evaluation Process

Admission is based on academic competence, interest, and/or prior experience in the helping professions, as well as evidence of personal characteristics associated with success in counseling relationships.

The HDC faculty has a professional and ethical responsibility to engage in continual student evaluation and appraisal and to be aware of a student's personal limitations that might impede future performance. (See program policy on student evaluation process.) Any student who does not meet the professional standards or requirements of the HDC program may be removed from candidate/degree status in the program according to specified procedures with rights of appeal. (See program policy on removal from candidate/degree status.)

Advising

The advising relationship within the program is important, and students should contact their advisers regularly. If students do not choose a faculty adviser, an initial adviser will be assigned by the program. Students who decide later to change advisers may complete a Selection of Adviser form and return it to the Office of Enrollment Services. Students must complete a campus graduation contract by the end of their first semester.

Grading Policy

HDC program majors must obtain grades of B or better in HDC 501, 502, 503, 504, 507, 508, and must maintain a GPA of at least 3.00. In other courses, a maximum of eight hours of C grades is

allowed when balanced by an equal number of hours of A.

In 400-level courses, graduate students are expected to meet a higher standard of performance than undergraduates and will be required to complete additional assignments at the discretion of the instructor.

Expected Professional Competencies

Before graduating, degree candidates must demonstrate competencies related to personal development, such as ability to communicate effectively with others; professional development, such as ability to conceptualize client concerns and to provide appropriate intervention through an individual or group relationship; and social development, such as ability to participate as a team member.

In addition to these generic competencies, students are expected to develop specific knowledge and skills needed for the client populations with which, or for the settings in which, they intend to work. Such specialized knowledge may be obtained through elective course work and through projects designed to meet course requirements.

Each program course may contain an applied or experiential component in addition to the didactic component, and some courses specifically emphasize experiential learning. These courses require application of professional skills in simulated and/or real settings. Students should, therefore, expect to demonstrate understanding of ethical behavior in the helping professions as well as evidence of interaction skills with clients. All master's candidates must be familiar with the HDC program's policy on clinical experience and should consult their advisers about satisfying its provisions. All degree candidates must demonstrate graduate-level performance in reading, writing, and speaking English.

Program Requirements

A total of 50 semester hours is required

for a master's degree in human development counseling:

HDC 501 Fundamental Issues in Counseling (must be taken first semester)	4 Hrs.
*HDC 502 Listening Skills	2 Hrs.
HDC 503 Techniques of Group Counseling and Psychotherapy	4 Hrs.
*HDC 504 Theories of Counseling I	2 Hrs.
HDC 505 Multicultural Counseling	4 Hrs.
*HDC 507 Theories of Counseling II	2 Hrs.
*HDC 508 Influencing Skills	2 Hrs.
HDC 521 Developmental Counseling	2 Hrs.
HDC 524 Career/Lifestyle Counseling	4 Hrs.
HDC 575 Appraisal Techniques in Counseling	4 Hrs.
HDC 577 Research Methods	4 Hrs.
HDC 587 Professional Experience: Practicum	4 Hrs.
HDC 590 Professional Experience: Internship	8 Hrs.
	<hr/> 46 Hrs.
Elective	4 Hrs.
Total	<hr/> 50 Hrs.

*HDC 502 and 504 are taken during the same semester, as are HDC 507 and 508.

All course work, including electives, should emphasize specialized knowledge and skills needed for a particular setting or client population.

Master's Closure

In addition to course requirements, students are required to complete a master's project demonstrating research mastery of an area within human development counseling. Guidelines for completing this requirement are available in the campus bookstore. Since most students begin work on the master's project during their enrollment in HDC 577 Research Methods, the program requires enrollment in the closure exercise following completion of HDC 577.

An HDC student who has begun work on the master's project must register for master's project credit each fall and spring semester until the project is completed, approved, and submitted to the dean of the College of Health and Human Services. Students have two options for fulfilling this continuing enrollment requirement. They may register for HDC 599 Independent Study: Tutorial with their project supervisors for a minimum of one credit hour each semester. Or they may enroll in HDC 582 Research Colloquium: Master's Project for two credit hours. Registration for master's project credit is not required during the summer term.

Campus policy states that students who do not enroll in master's project credit as required will, on applying for graduation, be required to register and pay tuition and fees for one hour of audit for each semester they were to have enrolled. Students who wish to request a leave of absence before completing the master's project must petition the HDC program committee for approval.

Community Counseling/ Marriage and Family Therapy

Students pursuing careers in community counseling or marriage and family therapy should begin to explore relevant populations and settings when enrolled in HDC 501. Course assignments thereafter should be designed to develop knowledge and skills specific to the emphasis chosen. Community counseling students need to choose their elective so as to enhance that specialty. Those in marriage and family therapy must elect HDC 534 Introduction to Family Therapy. Clinical experience placements for either emphasis will take place in community agencies.

Students seeking certification by the American Association for Marriage and Family Therapy (AAMFT) and licensure as a marriage and family therapist must take approximately 16 credit hours beyond the 50 required within the HDC master's program. Consultation with the MFT area coordinator is required to ensure that cur-

ricular and clinical experience requirements are met.

School Counselor/Guidance Certification

The HDC program is the only method by which a student may become a certified school counselor through UIS. Certification in Illinois for UIS students is based on endorsement by the HDC program.

An applicant seeking school counselor/guidance certification must have a valid, permanent teaching certificate. A course in exceptional children is also required. In addition to the HDC core courses, graduates are required to have a course in mental hygiene and/or personality dynamics (this can be met by the abnormal psychology prerequisite), a practicum, a 600-hour internship (300 of which must be in a school setting with both elementary and secondary students), and HDC 531 Developmental School Counseling. Students must also pass tests of basic skills and guidance administered through the Illinois Certification System. Certified teachers who wish to pursue this course of study should contact an adviser immediately upon application to the program.

Independent Study

Independent study may be done for credit through a tutorial. A student who plans a tutorial with an HDC faculty member should submit a proposal for approval by the faculty member.



Course Descriptions

HDC 423 Counseling Women (4 Hrs.)
Specialized biological, psychological, and social issues that affect women. Exploration of theoretical assumptions, counseling practices, and process variables that may apply differently to or affect women in counseling and therapy. Identification of skills facilitative to women in general and to particular subgroups of women. Prerequisite: SWK 411 or HDC 501. See SWK 423 and WMS 423.

HDC 446 Family Law (4 Hrs.)
Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform, and the impact of the women's rights movement. See LES 446, SOA 454, SWK 446, WMS 446.

HDC 447 Developing Self-Concept (4 Hrs.)
Self-concept and self-esteem. Research and various theories and approaches to enhancement emphasized.

HDC 449 Preventing and Coping with Burnout (4 Hrs.)
Burnout (definition, causes, research), along with strategies for prevention and coping (individual, interpersonal, and organizational).

HDC 451 Rehabilitation Counseling (4 Hrs.)
Surveys major aspects of rehabilitation counseling, including advocacy and independent living, employment, environmental/attitudinal barriers, legal rights, and disability information. Focus on current practice by literature review, site tours, and guest presenters.

HDC 467 Family Dynamics (4 Hrs.)
The cultural context of family life, differing individual dynamics, and their influences on relationships and growth. See SWK 467.

HDC 501 Fundamental Issues in Counseling (4 Hrs.)
Examination of personal and professional values, goals, objectives, and professional roles and functions of the counseling profession. Required as first core course.

HDC 502 Listening Skills (2 Hrs.)
Focuses on intensive laboratory practice of a basic sequence of listening and other skills. Prerequisite: HDC 501.

HDC 503 Techniques of Group Counseling and Psychotherapy (4 Hrs.)
Examination of group development, dynamics, counseling theories, group approaches, leadership styles, and group counseling methods. Laboratory experience included. Prerequisites: HDC 501 and 507, or equivalents.

HDC 504 Theories of Counseling I (2 Hrs.)
A study of major theories in the existential, humanist, and psychodynamic traditions. Prerequisite: HDC 502.

HDC 505 Multicultural Counseling (4 Hrs.)
Literature and research on counseling services for persons of culturally diverse backgrounds, focusing on treatments that are indigenous to minority clients; cross-cultural dimensions of the counsel-

Human Development Counseling

ing relationship; approaches, techniques, and interventions applicable to the mental health needs of minority clients. Prerequisite: HDC 501.

HDC 507 Theories of Counseling II (2 Hrs.)

Examines the tenets of cognitive, behavioral, systemic, and other related approaches to counseling. Prerequisite: HDC 504.

HDC 508 Influencing Skills (2 Hrs.)

Focuses on laboratory experience with attention to advanced relationship skills, case interpretation, and evaluation skills. Prerequisite: HDC 507.

HDC 515 Grief Counseling (2 Hrs.)

Review of literature related to experience of loss in this and other cultures. Topics include loss through death, job loss, physical disability, moving, divorce, etc. Counseling approaches and techniques are discussed with experiential homework and class experiences related to topics. Due to course content, not recommended for students experiencing recent loss.

HDC 516 Conflict Management (2 Hrs.)

Examination of conflict – its basic nature, courses, and management. Exploration of research findings about conflict, common responses, as well as models of interpersonal, intergroup, and intergroup management. Students will examine their responses to conflict management and will apply a model of conflict management to a situation of interest to them.

HDC 519 Wellness Counseling (2 Hrs.)

Focuses on helping people achieve their maximum state of health. Applied areas include medical health counseling, stress reduction approaches, and wellness counseling.

HDC 521 Developmental Counseling (2 Hrs.)

Studies the implication of client development for counselor behavior in the helping relationship. Delineates counseling knowledge and skill appropriate to the needs and wants or goals of clients at various levels of affective, behavioral, cognitive, and interpersonal development. Prerequisites: A course in life-span development or passing score on knowledge competency test, and HDC 501.

HDC 524 Career/Lifestyle Counseling (4 Hrs.)

Relates data from personality-based and developmental models of career choice to achieving a satisfying career/life-style. Includes information about occupational, technological, and educational resources, needs of special populations, goals of guidance and counseling, and techniques of career/life-style decision making. Prerequisite: HDC 501.

HDC 531 Developmental School Counseling (4 Hrs.)

Examines the school setting and developmental approach to service delivery. Emphasizes the role and functions of the developmental school counselor-consultant. Explores major problems faced by children and adolescents. Required for school counselor certification. Prerequisite: HDC 501.

HDC 534 Introduction to Family Therapy (4 Hrs.)

Major techniques of family therapy with emphasis on integration of theoretical constructs and therapeutic skills. Lecture, demonstration, and laboratory learning approaches used. Students analyze a family system and present projects demonstrating comprehension. Required for students emphasizing marriage and family therapy. See CFC 534.

HDC 536 Divorce Counseling (2 Hrs.)

For advanced students specializing in family counseling. Students develop and implement treatment plans to ameliorate problems of persons separated from spouses. Prerequisite: HDC 534.

HDC 537 Couple Counseling (2 Hrs.)

For advanced students specializing in family counseling. Students develop treatment plans for dysfunctions occurring in marital relations. Prerequisite: HDC 534.

HDC 541 Designing Effective Learning Experiences (4 Hrs.)

Provides students with the opportunity to examine and experience a variety of teaching methods; concentrates on classroom application. Emphasizes self-esteem in nonformal and formal educational settings.

HDC 558 Theories of Family Therapy (4 Hrs.)

Theories and models of family therapy, emphasizing integration of issues relating to family treatment with systems theory. Family therapy issues will be compared across treatment models. Students read extensively in one or more approaches and make class presentations. Prerequisite: SWK 467, or HDC 534. See CFC 558.

HDC 559 Advanced Family Therapy (4 Hrs.)

For advanced students interested in specializing in family counseling techniques. Students develop and implement family treatment plans in actual and/or simulated family systems and must be able to articulate at least two major family counseling approaches. Prerequisite: CFC 534 or HDC 534, and HDC 558 or CFC 558.

HDC 575 Appraisal Techniques in Counseling (4 Hrs.)

Basic theories and approaches to the psychological/educational appraisal of individuals and groups, including validity, reliability, and psychometric statistics. Includes contemporary issues,

ethics, representative methods and tests, and use and interpretation of results in the helping process. Prerequisite: HDC 501.

HDC 577 Research Methods (4 Hrs.)

Review of research theories, designs, and statistics; implementation of research proposal and report; principles of program evaluation and needs assessment; computer applications; and ethical and legal considerations. This course begins the closure requirement.

HDC 580 Issues in Counseling and Helping (1-4 Hrs.)

Seminar for advanced HDC students focusing on specific issues in the field. Topics announced prior to registration. May be repeated without limit, but topics must vary.

HDC 582 Research Colloquium: Master's Project (2 Hrs.)

Completion of intensive project as culmination of student's progress in the program. Project may be experimental or applied. May be taken as an elective. Prerequisite: HDC 577, or equivalent. **Note:** If the project is not completed during the initial two-hour enrollment, students must either re-register for HDC 582 (for two hours' credit) or register for one hour of audit in HDC 599 in all subsequent semesters until the project is completed.

HDC 587 Professional Experience: Practicum (4 Hrs.)

Professional experience in helping relationships within institutions/agencies that promote human welfare. Requires 100 clock hours on site. Admission by application to HDC professional experience coordinator, who coordinates placement in an appropriate setting. Requires demonstration of competence in process, relationship, attending, and influencing skills, as well as knowledge of major theoretical approaches to counseling. Registration limited and waiting list maintained. Required core course. Prerequisites: HDC 501, 503, 507, and 508.

HDC 588 Professional Experience: Practicum in Family Therapy (4 Hrs.)

Focuses on the use of therapeutic knowledge and skills with families. Successful completion of the course depends on demonstration of competencies considered essential for the professional building a career in the field of family therapy. Prerequisites: HDC 558 and HDC 559. HDC majors must also have completed the following counseling courses before enrolling in this course: HDC 501, HDC 503, HDC 507, and HDC 508. May substitute for HDC 587 as a required core course. Applications should be submitted to the HDC professional experience coordinator before the deadline published each semester. Applicants should be familiar with the program policy on professional experience and accreditation and should consult with their advisers before selecting this course. Registration is limited and a waiting list is maintained. This course may be counted toward subsequent certification in AAMFT.

HDC 590 Professional Experience: Internship (2-8 Hrs.)

Requires 600 clock hours in an appropriate work setting implementing a variety of professional counseling services, including individual, group, and consultation. On-campus and off-campus supervision required. Each 150 clock hours on site earns two credit hours. Students are required to complete all 600 hours within one calendar year. Prerequisites: HDC 505, 521, 524, 575, and HDC 587 or HDC 588.

HDC 599 Independent Study: Tutorial (1-4 Hrs.)

Opportunity for individualized learning for students who can demonstrate skill in accomplishment of self-initiated activities. Topics studied may not duplicate courses offered in this or other programs within UIS. Prerequisite: Approval of appropriate HDC faculty. **Note:** If the project is not completed by the time the initial four hours of credit are accumulated, students must register for one hour of audit in all subsequent semesters until the project is completed.

Nursing B.S.N.

Faculty — Alison Blasdell, Marje Fonza, Mary C. Mulcahy, Margie Williams (emerita)

Adjunct Faculty — Janice Badgett, Sharon Farrow, Sandra Hudgins-Brewer, Joy Kronenberg, Cindy Ledbetter, Sharon Mumford

The nursing program at the University of Illinois at Springfield offers an upper-division, integrated curriculum for registered nurses, leading to the bachelor of science degree in nursing. The program provides education that prepares the graduate for practice as a generalist in various health-care settings and for the changing needs of society and consumer expectations.

The curriculum features an integrative approach, with attention paid to both the needs of the learner and to the needs of the health-care consumer. It focuses on promoting wellness and self-care practices by individuals, families, and communities; on approaching problems analytically; and on accountability for professional judgments, actions, and outcomes.

Within the framework of the general course of study, students complete eight semester hours of applied study term. Five goals direct the applied study experience: (1) to provide role expansion, (2) to address the public affairs mandate of UIS, (3) to use professional expertise and knowledge in studying health-care problems, (4) to provide opportunity for personal growth, and (5) to develop appropriate communication skills.

The baccalaureate-prepared nurse assumes responsibility for providing health-care services, works interdependently with other health-care professionals and those from related disciplines for the improvement of health care, uses information generated through research, broadens the scope of nursing practice, and assumes increased independence in an advocacy role with clients.

Entrance Requirements

Because of the special nature of the

nursing program, certain procedures must be completed before a student may formally matriculate. All requirements should be completed during the term preceding the one in which the student wishes to begin the program.

Admission to UIS. Students who meet UIS' criteria for admission are asked to complete an application form and have their transcripts forwarded to the Office of Enrollment Services. Transcripts should indicate fulfillment of the UIS general education requirements plus six to eight semester hours credit in anatomy and physiology.

Current R.N. license/current insurance coverage. A copy of a current professional license and liability insurance policy must be placed in the student's file and updated regularly.

Immunization. In addition to the campus' immunization policy, the nursing program requires students to have proof of hepatitis B immunization or to sign a waiver.

Competency. Nursing competency is verified through completion of NUR 311 Nursing: Process, Issues, and Trends and NUR 331 Health Assessment.

Assessment of current nursing knowledge. Beginning with the summer term of 1999, any student who has not graduated within the past five years from a school that is participating in the Illinois Articulation Initiative will be required to use a portfolio process to demonstrate current nursing knowledge. The portfolio must be completed and approved before entering Level II classes. Students should contact the program for further information.

Interview. Applicants are asked to arrange a meeting with a nursing program faculty member for advising and sharing information.

Applicants who are eligible for R.N. licensure may begin Level I upper-division course work in the nursing program while completing admission requirements.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas. Required nursing courses include eight hours of applied study. Four to eight hours credit must be earned in public affairs or liberal studies.

Program Requirements

The upper-division baccalaureate completion program in nursing at UIS requires a minimum of 60 semester hours distributed as follows:

Required nursing courses	34 Hrs.
(includes 8 hrs. applied study)	
Required cognate courses	12 Hrs.
Public Affairs/Liberal Studies	
Colloquia	4 Hrs.
Electives (general or nursing)	<u>10 Hrs.</u>
Total	60 Hrs.

Registered nurses holding a baccalaureate degree in another discipline and desiring a bachelor's degree in nursing need to contact the program about evaluating transfer credit. These students are required to complete 34 semester hours in core nursing courses, four hours in public affairs/liberal studies colloquia, and other UIS non-course requirements. The same entrance requirements apply.

The program is designed for both part-time and full-time students. Part-time students are allowed up to seven years to complete the degree. Twelve semester hours of course work are considered full-time study. The program is designed for completion in two years (four semesters) by those admitted to full-time study. Individuals who complete all entrance requirements and are accepted into the

program may enroll in the fall or spring semester.

Individual professional liability insurance is required of each student. Evidence of current coverage must be submitted before beginning Level II.

Students lacking transcript credit in the following must complete the courses or may credential that knowledge through successful completion of specified proficiency examinations. These students should seek the advice of the program.

Microbiology	4 Sem. Hrs.
Chemistry (including lab)	4-8 Sem. Hrs.

Because of the nature of the program and the professional component, careful student advisement is necessary before and during the student's enrollment. Those admitted to the program are assigned an adviser according to campus policy.

Communication skills are initially verified either before or during NUR 311. Developmental guidance is provided following the assessment. Ongoing assessment and verification is an essential component of successive course requirements.

Nursing majors are expected to maintain a grade-point average of 2.00, with at least a final grade of C- for all nursing core and required cognate courses. Students are allowed to repeat only one nursing course for which a C is not earned.

Students are required to complete the NLN baccalaureate exam during NUR 441.

Sample Curriculum/Program Guide

Level I – one semester

NUR 311 Nursing: Process, Issues, and Trends	3 Hrs.
NUR 321 Nursing Research	4 Hrs.
NUR 331 Health Assessment	4 Hrs.
NUR 341 Pathophysiology	4 Hrs.

Level II – one semester

NUR 351 Gerontological Nursing	4 Hrs.
NUR 361 Family Health Nursing (AST)	4 Hrs.

NUR 362 Community Health Nursing (AST)	4 Hrs.
Elective course covering concepts of culture and society	4 Hrs.
Level III – two semesters	
NUR 441 Applied Nursing Practice	4 Hrs.
NUR 465 Seminar: The Nursing Profession: Analysis of Issues	3 Hrs.
Elective course covering concepts of management and organizational function	4 Hrs.
Political Studies Elective	4 Hrs.
Other Electives	10 Hrs.
Public Affairs/Liberal Studies Colloquia	4 Hrs.
Total	60 Hrs.



Course Descriptions

NUR 311 Nursing: Process, Issues, and Trends (3 Hrs.)

Concepts of the individual, society, wellness, self-care, and professional nursing. Emphasis on problem solving and the development of professional practice, including contemporary issues and trends, viewed within a historical framework.

NUR 321 Nursing Research (4 Hrs.)

Theory with emphasis on research methods as applied to nursing and development of beginning investigative skills. Implications of such research findings serve as a basis for planning care by the nurse and in assisting clients to engage in self-care.

NUR 331 Health Assessment (4 Hrs.)

Nursing competencies necessary for completing health assessment of individual, with specific attention to development of skills in comprehensive history taking and physical examination. Emphasis on holistic assessment.

NUR 341 Pathophysiology (4 Hrs.)

Pathophysiology approached as alterations in normal physiologic processes resulting in disease or disability, including physiological changes in health disorders as well as subsequent signs and symptoms. Units presented include cardiovascular, respiratory, renal, acid-base, nervous, endocrine, genetic, gastrointestinal, hepatic, proliferative, and immune-inflammatory. Representative diseases/disorders selected for each unit; pathophysiological processes stressed.

NUR 351 Gerontological Nursing (4 Hrs.)

Holistic focus on care planning for the gerontology client using critical thinking, nursing diagnosis, and health assessment. Study models are the frail elderly who have developed an acute exacerbation of a chronic health problem. Prerequisites: NUR 311, NUR 321, NUR 331, and NUR 341.

NUR 361 Family Health Nursing (AST) (4 Hrs.)

Theory/practicum. Focus on delivery of health care within the context of family dynamics, behavior, and health needs of diverse cultures throughout the family's developmental life cycle. An in-depth family assessment is used as a database for planning, implementing, and evaluating care. Special attention given to the needs of well families and the variables influencing family lifestyle, health status, behavior, and self-care ability. Prerequisites: NUR 311, 321, 331, and 341.

NUR 362 Community Health Nursing (AST) (4 Hrs.)

Theory/practicum. Health status of the community and its subsystems, factors influencing that health status, and implications for nursing practice when the community is the client. Particular attention given to epidemiology, biostatistics, cultural diversity, and nursing as sociopolitical force for change. Prerequisites: NUR 311, 321, 331, and 341.

NUR 364 Rural Nursing Experience (2 Hrs.)

Provides students with hands-on multicultural community nursing experience in a southern Illinois health department. Particular focus on the impact of health policy on rural community health care. Students will become familiar with population characteristics, barriers to health care, environmental concerns, professional practice issues, and roles for community nurses in rural areas. Prerequisite: R.N. license.

NUR 441 Applied Nursing Practice (4 Hrs.)

Closure experience. Focuses on the application of theoretical models and research findings to nursing practice. Students choose a specific health issue and a professional nursing role to address the issue. Project implements the nursing process. Prerequisites: NUR 351, NUR 361, and NUR 362.

NUR 458 Women, Health, and Healing (4 Hrs.)

Traces the history of health and medicine with an emphasis on the status of women. Studies women as healers, medical practitioners, and patients across cultures and in the United States. See HIS 458 and WMS 458.

NUR 465 Seminar: The Nursing Profession: Analysis of Issues (3 Hrs.)

Examines societal trends and professional issues

influencing nursing practice. Analyzes the necessary and reciprocal relationship between society and nursing. Prerequisites: NUR 351, 361, and 362.

NUR 499 Independent Study in Nursing (1-8 Hrs.)

Reading/research in areas not covered in the regular curriculum. Must be arranged with the faculty member involved.

NUR 510 Advanced Clinical Pathophysiology (4 Hrs.)

Graduate-level course that uses the foundation of

normal physiological function as a basis for understanding altered physiological processes. A general survey approach is used in the discussion of physiological processes. Factors that disrupt or modify normal function are then examined. Pathophysiological reactions that produce altered health states with observable signs and symptoms are discussed. Emphasis is placed on understanding the underlying pathophysiology and the assessment of that pathophysiology. Prerequisite: NUR 341 or equivalent.

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Public Health M.P.H.

Faculty – Remi Imeokparia, Michael Quam, Margie Williams (emerita)

Associated Faculty – Kathy DeBarr, Shahram Heshmat, James Veselenak

Adjunct Faculty – James Daniels, Phillip Davis, Beth Dawson

Public health is an essential function of modern society. It is, in the words of the Institute of Medicine, "What we as a society do collectively to assure the conditions in which people can be healthy." Thus, the institutional role of public health is to promote health and well-being and prevent disease, social circumstances, or emotional events that reduce the level of healthy functioning.

Health and well-being depend in large part on broader social and cultural elements. One of these is community, within which individuals and groups live out their lives. It is within the community that social and biophysical forces have their most immediate impact on the individual. While forces within the community must be of public health concern, larger influences must be considered. Assuring the public's health at the community level often means affecting policies and actions at the national, or even international, level.

The primary objective of the M.P.H. degree is to prepare graduates as competent public health generalists. Public health professionals must deal with myriad issues: access to quality health care, prevention and control of disease, environmental protection, the health needs of special populations, data analysis and evaluation, policy planning and administration, and health promotion. While some positions require specialist training, most demand a strong interdisciplinary foundation for practice.

Courses in the basic areas of epidemiology, biostatistics, public health systems (administration, management, planning, policy, and research), environmental health sciences, and social and behavioral

sciences will enable students to understand the various factors that affect the health of a community, the components that comprise public health services delivery systems (cost, planning, and administration), and the methods to identify and measure community health needs. While the program's required courses provide the generalist background needed by all students, the elective courses allow students to concentrate on a particular aspect of public health.

Entrance Requirements

Applicants for graduate study must submit an admission application and transcripts from previous college-level academic work to the UIS Office of Admissions. As a second part of the admissions process, applicants to the public health program must complete a program application specifying professional goals and identifying past academic work and/or employment related to these goals. Applicants must also submit three completed recommendation forms from employers, professional peers, or educators. Finally, Graduate Record Exam (GRE) scores in the general examination must be submitted to the public health program.

Applicants must have earned an overall GPA of 3.00 (on a 4.00 scale) for previous academic work, although conditional admission is possible for those with extensive public health experience whose undergraduate GPA is between 2.50 and 3.00. To be fully admitted, students must have a 3.00 GPA at the end of their first 12 semester hours of study. Students who take the TOEFL exam must achieve a score of 580 or better.

Undergraduate work should include at least three semester hours of biology. Courses in physiology, chemistry, and statistics are desirable but not required.

Applicants who have met all UIS and program requirements will receive a formal notice of acceptance from the public health program. Students must be fully admitted to the public health program by the completion of 12 semester hours of MPH course work.

Advising

Advising in the public health program provides an individual approach to the academic and professional development of each student. Upon admission to the program, each student is assigned a temporary adviser for assistance with academic planning; thereafter, students may choose an adviser from the MPH program or associated faculty. The adviser also serves as chairperson of a student's thesis or clinical project committee.

Grading

Students must earn a grade of B- or better in all courses counting toward the M.P.H. degree. Courses taken on a credit/no credit basis will NOT count toward the degree. Students must maintain a B average to remain in good standing in the program.

Program Requirements

The master's degree in public health requires that students complete 48 semester hours of course work, 32 hours of which are required core courses (including a four-hour internship). Eight of the required 12 hours of electives must be in a specific area of study, either within or outside the program. Students should consult with their advisers before registering for elective hours. Students with extensive experience may use the credit for prior learning program to evaluate previous experiential learning.

Master's Closure

The closure experience may be either a clinical project or thesis. Students must have adviser approval before registering for either MPH 582 Clinical Project or MPH 590 Thesis. Students must enroll in a total of four hours' credit in the project course or eight hours' credit in the thesis course. However, the totals may be accrued in increments. Campus policy requires that students be enrolled in at least one semester hour of master's project or thesis credit for each semester after they have begun their graduate closure exercise until that exercise is completed. For MPH students, this means that if the project is not completed by the end of four hours' enrollment in MPH 582 or the thesis is not completed in eight hours of MPH 590, students must register to audit these courses for one credit hour in all subsequent semesters until the project or thesis is completed.

Required Core Courses

MPH 503 Biostatistics for the Health Professional	4 Hrs.
MPH 506 Community Health Research Methods	4 Hrs.
MPH 511 Foundations of Epidemiology	4 Hrs.
MPH 521 Environmental and Occupational Health	4 Hrs.
MPH 531 Public Health Policy	2 Hrs.
MPH 545 Sociocultural Aspects of Health	4 Hrs.
MPH 551 Public Health Administration	4 Hrs.
MPH 561 Community Health Education	2 Hrs.
MPH 581 Internship	4 Hrs.
	<u>32 Hrs.</u>

Approved Electives

	8-12 Hrs.
MPH 582 Clinical Project or	4 Hrs.
MPH 590 Thesis	<u>8 Hrs.</u>

Total 48 Hrs.

Course Descriptions

MPH 405 Computer Applications in Public Health (2 Hrs.)

Application of reasoning patterns of epidemiology to interpretation of data about health and disease. Basic practical concepts and computer techniques for analyzing health-related research. Topics include introduction to commonly used software systems in public health, simple statistical analysis, and interpretation of results.

MPH 408 Writing in the Professions (4 Hrs.)

Focuses on the styles and techniques of writing expected of professionals in human services, health, and social science fields. Builds on students' lower division composition courses to teach the language and analytical skills needed for the types of report writing and correspondence required of professionals. Prerequisite: 2 semester hours of lower division English composition.

MPH 427 Environmental Law (4 Hrs.)

Surveys the major federal statutes and regulatory schemes relating to environmental quality; analyzes and compares the contrasting approaches to regulation that have been used. Focuses on the interaction of law and policy and considers the roles of Congress, the regulatory agencies, and the courts in defining and implementing environmental mandates. See LES 484, POS 423, ENS 488.

MPH 428 Laboratory Science in Public Health (2 Hrs.)

Provides an understanding of laboratory science as it applies to public health. Topics include the history and role of the public health laboratory; tests and procedures used in monitoring the health of the population, and the organization of the laboratory; water and air quality; food preparation and sanitation; waste disposal; vector control; and appropriate personnel standards.

MPH 445 Crosscultural Perspectives on Health (4 Hrs.)

Relationships between health and human culture, including health of prehistoric humanity, traditional and non-Western medical systems and how they heal, and problems faced by health-care professionals as they provide care to cultural and ethnic groups from various healing traditions. See HSA 465 and SOA 445.

MPH 476 Health Economics (4 Hrs.)

Application of economic theory and analytical tools to problems in the health care sector. Includes concepts and measures of health; determinants of health; cost of illness; concept of demand for medical care; welfare economics of physicians, dentists, drugs, and hospital markets;

the financing of health care; and policy issues such as cost containment and national health insurance. See ECO 488 and HSA 488.

MPH 503 Biostatistics for the Health Professional (4 Hrs.)

Provides a general overview of statistical methods commonly used in the collection and analysis of health research data. Topics include descriptive statistics, basic concepts of probability, statistical inference, analysis of variance (ANOVA), correlation, regression, and distribution free methods. Introduction to use of statistical software. Emphasis is on understanding and applying statistical concepts intuitively to the interpretation of health research data. A working knowledge of algebra is required.

MPH 506 Community Health Research Methods (4 Hrs.)

Methods and protocols for conducting, analyzing, and evaluating community health studies; concepts and procedures relevant to needs assessment and analysis are emphasized.

MPH 508 Program Evaluation for Health Managers (4 Hrs.)

General and specific grounds for evaluating health care programs, including concept of a program, analysis of evaluation models, program measurement, causality in program evaluation, internal and external evaluation, process and outcome evaluation, and evaluation strategies. Use of experimental design, quasi-designs, and case studies. Prerequisite: MPH 506.

MPH 511 Foundations of Epidemiology (4 Hrs.)

Introduction to epidemiological concepts and methods. Considers the meaning and scope of epidemiology and the uses of morbidity, mortality, and other vital statistics data in the scientific appraisal of community health. See ENS 561.

MPH 512 Epidemiology of Chronic Diseases (4 Hrs.)

Presents a population-based perspective of the distributions and determinants of major chronic diseases, particularly cardiovascular diseases and cancer, in the United States and worldwide. The underlying objective is to identify and review methods of control and preventive measures for each of these diseases. Prerequisite: MPH 511, or permission of instructor.

MPH 513 Environmental Epidemiology (4 Hrs.)

History, principles, and uses of epidemiology for understanding and control of health and disease in relation to humankind's environment. Prerequisite: MPH 511, or permission of instructor.

MPH 514 Analytical Epidemiology (4 Hrs.)

Presents the fundamental concepts, principles,

and methods of observational epidemiologic research. Practical issues in the design, conduct, and analysis of epidemiologic studies, as well as theoretical issues in the analysis and interpretation of research findings will be discussed. Intended for students interested in epidemiologic research. Prerequisites: MPH 511, or permission of instructor. See ENS 571.

MPH 515 Infectious Disease Epidemiology (4 Hrs.)

Examines the epidemiology of selected infectious diseases including sexually transmitted diseases (STDs) and foodborne diseases. The conceptual background of epidemiologic methods will be applied to understanding the natural history, prevention, and control of these diseases. The role of routine surveillance of infectious diseases and the epidemiology of outbreak investigations will be discussed. Prerequisite: MPH 511, or permission of instructor.

MPH 521 Environmental and Occupational Health (4 Hrs.)

Recognition, analysis, and control of major environmental and occupational diseases and issues. Examines policy, law, economics, politics, and liability as they relate to environmental and occupational health. Prerequisites: MPH 503, and MPH 511.

MPH 525 Public Health Assessment (4 Hrs.)

Examines health-based environmental and occupational safety levels, how they are derived, how they are used to protect public health, and how decisions based on them are communicated to the public. Prerequisite: MPH 521.

MPH 527 Environmental Risk Assessment (4 Hrs.)

Introduction to the many aspects of risk assessment, the relationship between risk assessment and public policy and the perception of risk. Students will be expected to work out elementary problems in risk and exposure assessment. See ENS 521.

MPH 531 Public Health Policy (2 Hrs.)

Examines policy development in public health, its relation to the scientific fields that provide a foundation for policy, the political and economic factors that generate policy issues and the forces that constrain the decision-making process.

MPH 535 Public Health in the Political Arena (4 Hrs.)

Examines the influence of politics on public health policy and practice. Presents a professional approach to engaging the political process at the local, state, and national levels.

MPH 538 Seminar in Public Health Policy (2 Hrs.)

History and current status of major policy areas in

public health examined through group discussions, individual/group research papers, and student presentations. Prerequisite: MPH 531.

MPH 545 Sociocultural Aspects of Health (4 Hrs.)

Medical sociological and anthropological framework for analyzing and understanding the health status of American society, social structure and social value, special issues in health and medical care, various models of health, life-styles, and impact on health. See SOA 545.

MPH 551 Public Health Administration (4 Hrs.)

Considers contemporary public health issues, the role of the public health manager and fundamentals of public health program development, implementation, and evaluation. Application of management theory and skills to the administration of public health programs and facilities.

MPH 556 Leadership and Human Resource Management in Health Care Institutions (4 Hrs.)

Dilemmas health care managers encounter in managing large numbers of professional people, beginning with personnel policy and organizational strategy. Forces the student to struggle in a practical way with personnel and leadership issues that top management staff face in health care organizations. Concepts and techniques useful for managers in improving effectiveness of human resources through leadership skills, job design, job analysis, selection, job evaluation, compensation, supervision, communication, training, and development examined as management tools. Based on the premise that every manager is dependent on his/her people and their competence, spirit, and support and that a manager bears responsibility for the well-being of those people. Prerequisite: MPH 551.

MPH 561 Community Health Education (2 Hrs.)

Theoretical foundations of health education; skills required to communicate effectively with various audiences in the community.

MPH 571 Health Care Organization (4 Hrs.)

An overview of the organization and financing of health services in the United States. Emphasizes the historical, political, social, and economic roots of the organization of the U.S. health care system. Overview of the history of hospitals, the development of the medical and nursing professions and scientific knowledge; health politics and policy decisions that structured the U.S. system; the organization and financing of alternative delivery systems, mental health, and long-term care services. Considers contemporary issues in health care related to ethics, rural health care, malpractice, funding for health services, technology

assessment, uncompensated care, and the expanded roles of mid-level practitioners. Considers future options in organizing and financing health services from the study of health services research, state initiatives, and systems of other countries.

MPH 577 Financial Management of Health Care Organizations (4 Hrs.)

Internal and external financial environments of health care institutions. Covers areas of working-capital management, decision criteria for investment, and long- and short-term financing. Prerequisite: ACC 311.

MPH 581 Internship (4 Hrs.)

Under faculty guidance, students are placed in a public health setting relevant to their specific needs and interests. Experiences may focus on research, planning, or administrative activities in the delivery of health services. Prerequisite: Completion of at least 24 hours of core courses.

MPH 582 Clinical Project (1-4 Hrs.)

An individual project to demonstrate ability to formulate, investigate, and analyze a problem in a practice setting. Students choose a topic with the advice of their academic adviser. The project is evaluated by the clinical project committee. **Note:** If the project is not completed by the time the initial four hours of credit are accumulated, students must register for one credit hour on an audit basis in all subsequent semesters until the project is completed.

MPH 590 Thesis (1-8 Hrs.)

Graduate study of a specific topic in public health using accepted research methods and procedures. Topics must be approved in advance by the thesis committee. Formal written thesis must be accepted by the thesis committee. **Note:** If the thesis is not completed by the time the initial eight hours of credit are accumulated, students must register for one credit hour on an audit basis in all subsequent semesters until the thesis is completed.

Social Work

B.S.W.

Faculty – Rachell Anderson, Harry Berman, Martin Martsch, Sandra Mills, Michael Townsend, Don Yohe

Adjunct Faculty – Dan Detwiler, Larry Livingston, Claude Oberheim, Sheryl Phillips, Jan Whitt

The bachelor's degree in social work is a nationally recognized degree for the provision of direct services to clients in a wide variety of human service agencies. UIS is currently working with the Council on Social Work Education to develop an officially accredited program so that graduates can use the designation B.S.W., which is acknowledged across the country as the standard accredited social work degree.

This is a professional program involving a great deal of time and commitment. Professional preparation requires each student to look at his/her own development of values, attitudes, knowledge, and skills. Because this will be a nationally approved program, the curriculum is fairly fixed and there is little flexibility for students to substitute or exercise their own choices in selecting courses.

Entrance Requirements

An application process is required for admission to the program. Students must first be admitted to UIS and then make separate application to the social work program. Acceptance is based on a combination of previous academic record, personal development, and motivation for service in the field. The admission process can be initiated any time during the year, but UIS acceptance and all program application requirements must be completed and on file in the program office by March 1 for priority fall admission. The admission process will include a personal interview with the applicant. The curricular sequence begins in the

summer or fall of each year. A student who wishes to begin studies in the spring should consult with a faculty adviser. He/she may be granted permission to enroll before program acceptance, but this does not constitute admission to the program or to UIS. Students so enrolled are not eligible for financial assistance. Students must successfully complete SWK 301 before they will be fully admitted to the program.

Because the professional preparation requirements of the social work curriculum are extensive, the program urges prospective students to begin this preparation before starting at UIS. A broad knowledge background in the social sciences is essential. Therefore, the program requires preparatory work in general psychology, sociology/anthropology, human biology, political science, and statistics. The program recommends course work in abnormal psychology and economics. Students should contact the social work program office for details.

Advising

Majors will be assigned a faculty adviser at the time of admission. A student may elect to change that adviser, but the new adviser must be a faculty member in the social work program. Majors should consult their advisers each semester before registration.

Skill Development

The provision of social work services requires a number of personal and professional skills. In SWK 301 students begin

the process of assessing their skills and building and developing their maximum academic potentials. This includes the ability to express their ideas both orally and in writing. Students who are having difficulty with these basic requirements may be placed on program probation until the issue is resolved.

UIS Requirements

Every social work student will complete eight hours of field work. At least four additional hours must be completed in either liberal studies colloquia or public affairs colloquia to meet UIS requirements. Sixty upper-division hours are required for graduation.

Field Work

One essential aspect of professional preparation is the integration of knowledge and skills. This is accomplished primarily through the field work course. This is an intensive 400-hour experience in a social agency, where a student, under supervision, learns to assess and improve his or her own direct service skills. The field work supervisor should be a person holding a degree in social work. Field work may be taken in one semester, called a block placement. This requires at least 25 hours per week for one semester. Field work may also be taken concurrently. This requires a minimum of 12 hours per week for two semesters. All BSW core courses must be completed and graded before starting field work, except for SWK 441 Ethical Issues in Social Work. This course may be taken when one starts field work or before. In most cases students will do their field placement as a volunteer.

Closure Procedures

A student must earn a grade of C or better in every social work course to continue in the curriculum and to graduate. If a lower grade is earned, a student may repeat a course or courses, but only once. Credit/no credit is not available in core courses except for field work. Students

must also complete requirements for assessment in the major. Students will be encouraged to complete their degrees within five years; however, under special circumstances the adviser may agree to a longer time. A student should apply, in writing, for a leave of absence if he or she will be out more than one semester.

Students must file graduation contracts with their advisers at the beginning of their final semester. All students are required to pass college-level state and national constitution exams and must participate in campus exit assessments. All students are urged to consult with their advisers before registering for their last semester to ensure that both UIS and program requirements have been met.

Program Requirements

Core Curriculum

SWK 301 Introduction to Social Work	4 Hrs.
SWK 401 Human Behavior in the Social Environment	4 Hrs.
SWK 402 Social Welfare Services and Policy	4 Hrs.
SWK 403 Social Research Methods	4 Hrs.
SWK 404 Minorities, Women, and Social Work	4 Hrs.
SWK 411 Social Work Methods I	4 Hrs.
SWK 412 Social Work Methods II	4 Hrs.
SWK 413 Social Work Methods III	4 Hrs.
SWK 441 Ethical Issues in Social Work	4 Hrs.
SWK 450 Fieldwork	<u>8 Hrs.</u>
Total Core	44 Hrs.

Other Requirements

PAC or LSC (UIS requirement)	4 Hrs.
Electives	<u>12 Hrs.</u>
Total	60 Hrs.

The B.S.W. program requires completion of nine core courses (36 semester hours), one field work course (8 semester

hours), one LSC or PAC course to fulfill UIS requirements, and 12 hours of electives. Students must complete a total of 60 semester hours to be eligible for the B.S.W. degree. Core courses must be taken in the proper sequential order after the prerequisites are completed.



Course Descriptions

Core Courses

SWK 301 Introduction to Social Work (4 Hrs.)

A survey of the history and development of social work in terms of its major components: values; philosophy and ethics; clientele; individual, group, and community; helping concepts; levels of professional competence; the use of self; professional communication skills; major issues and problems; and professional roles. Students will evaluate themselves relative to their choice of the social work profession.

SWK 401 Human Behavior in the Social Environment (4 Hrs.)

A survey of human development in terms of biological, psychological, and social influences. The major schools of thought regarding the person in his/her environment will be covered. Prerequisites: SWK 301 or concurrent enrollment.

SWK 402 Social Welfare Services and Policy (4 Hrs.)

A survey of the history and development of the American social welfare system, major programs, and structures for delivering public and voluntary social services. Issues, professional social work roles, and the role of supervision and administration will be examined. Principles of economics will be reviewed. Prerequisites: SWK 301 or concurrent enrollment.

SWK 403 Social Research Methods (4 Hrs.)

A survey of basic statistical formulae, data analysis, research designs, interviewing, and research project implementation. The relevance of social research to the provision of human services will be covered. Prerequisites: SWK 301.

SWK 404 Minorities, Women, and Social Work (4 Hrs.)

An examination of the concepts of race, ethnic background, gender, sexual orientation, and disability, in terms of causes and effects in the generation of social problems and the roles of social workers. Particular emphasis on personal and cultural attitudes toward diversity. Prerequisites: SWK 301.

SWK 411 Social Work Methods I (4 Hrs.)

An examination of social work generalist skills for the purpose of developing beginning practice competency in the differential use of self, self awareness, assessment, and the use of relationship. Preparation of documents and techniques for overcoming barriers to helping will be covered. Initiating and terminating helping relationships and intervention within diverse problem contexts will be examined. Prerequisites: SWK 301 or concurrent enrollment.

SWK 412 Social Work Methods II (4 Hrs.)

An examination of generalist practice related to group and family intervention. The course does not assume the same skills for group and families, but there are some similarities. Students examine these similarities and differences and assessment skills to determine which approach is preferable. Group dynamics that occur in other settings will be briefly examined. Self-awareness of one's own family history will be expected. Prerequisites: SWK 301, SWK 411.

SWK 413 Social Work Methods III (4 Hrs.)

A survey of the basic concepts and skills involved in social work advocacy for individuals and/or groups and community organization. The focus will be on developing the basic skills required to engage in beginning advocacy and community organization practice. Social and economic justice issues will be emphasized. Understanding appropriate interventions will be based in part on a systems perspective of events. Prerequisites: SWK 301, SWK 411, SWK 412.

SWK 441 Ethical Issues in Social Work (4 Hrs.)

An analysis of the professional social work code of ethics in relation to the practice areas covered by the B.S.W. core and the general concept of ethics. Differential practice and operational issues and unified professional perspectives regarding problems, solutions, and values will be covered.

SWK 450 Field Work (8 Hrs./400 contact hrs.) (2-8 Hrs.)

Direct client services in an approved social service organization, under the supervision of an approved field work supervisor, in conjunction with a field work seminar. The focus will be on the social work methods and generalist practice. There will be continuous emphasis on the application of knowledge to practice. Prerequisites: 24 semester hours of SWK course work and admission to field experience.

General Courses

SWK 360 Social Work Practicum (1-2 Hrs.)

An introductory practice course for students new to the field of social work. The course is based on practice of basic skills in a community agency. Approximately 40 hours earns one credit hour. This course must be taken in conjunction with a

particular class and general direction is provided by the instructor of that class. Open only to SWK majors. Will not count as field work. See the *Social Work Student Handbook* for details. Four hours maximum may be earned.

SWK 423 Counseling Women (4 Hrs.)

Specialized biological, psychological, and social issues that affect women. Exploration of theoretical assumptions, counseling practices, and process variables that may apply differently to or affect women in counseling therapy. Identification of skills facilitative to women in general and to particular subgroups of women. Prerequisite: SWK 411. See HDC 423 and WMS 423.

SWK 425 Alcoholism and Substance Abuse (4 Hrs.)

An introduction to the field of alcoholism and substance abuse. Topics include definitions; the physiological, psychological, and sociological aspects of addiction; treatment issues; and prevention and education programs.

SWK 428 Family Violence (4 Hrs.)

Violence in families and its relation to society. Includes child abuse and neglect, spouse abuse, and abuse and neglect of older persons.

SWK 431 Treating the Unwanted Child (4 Hrs.)

Basic problems of abuse, desertion, neglect; study of typical solutions to these problems. Emphasis on policy issues relating to vulnerable children.

SWK 432 Sociology of Families (4 Hrs.)

Contemporary U.S. families in historical and crosscultural contexts. Emphasizes varied family forms, work/family roles, political and policy questions, and selected public issues such as heterosexuality, inequality, and abuse. See SOA 432 and WMS 432.

SWK 437 Treating the African-American Child in the System (4 Hrs.)

An exploration of ethnicity issues that confront parents of African-American children. Focus is on the status of African-American children in health and mental health agencies and in education and training facilities; economic, law enforcement, and religious institutions will also be considered. Problems of abuse, neglect, delinquency, and abandonment will be studied, focusing on understanding the typical solutions to these problems for African-American children. Therapeutic techniques are explored. See AAS 437.

SWK 438 Children and the Law (4 Hrs.)

Designed for the human services professional who deals with children and their families. Examines laws affecting the lives of children from birth to adulthood.

SWK 446 Family Law (4 Hrs.)

Law that affects the family. Topics include divorce,

domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform, and the impact of the women's rights movement. See SOA 454, HDC 446, LES 446, WMS 446.

SWK 454 The History of the Family (4 Hrs.)

The modern family in comparative and historical perspective. Selected themes – changing patterns of sexuality, high rate of divorce, shifting kinship relationships – explored historically to understand their present importance. See HIS 454 and WMS 454.

SWK 457 Personal and Professional Issues in Human Sexuality (4 Hrs.)

Issues in human sexuality from a sociological perspective. Students explore how their personal value systems affect their professional work with patients/clients concerning sexuality issues. Prerequisite: Permission of instructor.

SWK 467 Family Dynamics (4 Hrs.)

The cultural context of family life, differing individual dynamics, and their influence on relationships and growth. See HDC 467.

SWK 468 Seminar in Family Studies/Therapy (2-4 Hrs.)

Using a collective tutorial format, this course allows students to study a family issue in depth and assists others in meeting requirements for licensure as a marriage and family therapist. Each student selects an area of study and must complete a study plan. Monthly seminars, as well as individual sessions, are required. Prerequisite: Permission of instructor.

SWK 481 Professional Development Experience (1-4 Hrs.)

A course that allows social work majors to accumulate professional development experiences throughout their academic careers. Credit is based on the amount of experience verified and is determined by a member of the SWK faculty. Can be credited only in a student's final semester. Additional information is available in the *Social Work Student Handbook*.

SWK 484 Introduction to Nonprofit Management (2 Hrs.)

An introduction to managing nonprofit organizations, including the history of nonprofit organizations, their role in society, the role of volunteers, and philanthropy. See GER 484.

SWK 485 Classics of Children's Literature (4 Hrs.)

Books children read before there was a "children's literature," as well as books written for children. Includes a social history of children and the family. See ENG 485.

Sociology/Anthropology B.A.

Faculty – Proshanta K. Nandi, Michael D. Quam, Hammed Shahidian, James W. Stuart

Associated Faculty – Rosamond Robbert, Robert Schehr

Adjunct Faculty – Terrance Martin, Regan G. Smith (emeritus)

The sociology/anthropology program is designed to foster intellectual understanding and insight into the issues and problems of today's world, with special emphasis on the experiences and perspectives of women and people from other cultures. Students develop skills and knowledge in critical reading and writing, research methodology, evaluation of competing theories, prehistory and human evolution, actual and potential uses of work in sociology and anthropology, and ethics of professional inquiry and reporting.

Students entering the program take a core of courses that offers a perspective common to the disciplines of sociology and anthropology. In addition, they are given the opportunity to pursue individual interests in either sociology or anthropology.

Entrance Requirements

The sociology/anthropology program has no specific entrance requirements beyond admission to UIS.

Advising

Campus policy requires each student to have an adviser. Students are strongly urged to choose their advisers at the time they declare their major in the sociology/anthropology program. Students are encouraged to consult with their advisers concerning program requirements and individual goals. Program faculty assist students in designing strong, individualized academic programs.

Communication Skills and Assessment

Entering sociology/anthropology majors must complete assessment tests in reading, writing, and quantitative reasoning administered by the campus assessment office. In addition, students must complete a discipline-based writing assessment in either SOA 302 Understanding Other Cultures or SOA 304 Human Evolution: Biological and Cultural during their first semester of study. The results of all assessments will be forwarded to the student's adviser, who will confer with the student during his/her second semester of study and develop a positive program to enhance each individual's abilities and academic development.

The program faculty will assess a student's acquisition of discipline knowledge during the course of study through review of a paper written for SOA 410 Senior Seminar, taken during the student's final year. All SOA majors will also complete the assessment program's testing of graduating students.

Because the program values communication skills so highly and views them as necessary components of a college education, the program works diligently with its majors to ensure that each effectively possesses these skills at graduation.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include

at least four hours in each of at least two of these areas.

The applied study term is an excellent opportunity for the student to gain experience related to the sociology/anthropology degree and may also be valuable later in the job search. AST possibilities include applied research, social action projects, and personal enrichment experiences. Students on academic probation may not enroll in AST.

Program Requirements

Both sociological and anthropological perspectives contribute significantly, yet differently, to the study of human behavior. While individual students may choose to concentrate electives in either discipline, all SOA majors are required to be familiar with the basic approaches and insights of both disciplines. Further, all students become familiar with the basic theoretical issues surrounding the study of social life and acquire the skills necessary to carry out small-scale research.

The core of 22 hours, plus eight hours of program electives, constitutes specific program requirements. In addition, all students must meet general UIS requirements.

Program Requirements

SOA 302 Understanding Other Cultures	4 Hrs.
SOA 304 Human Evolution: Biological and Cultural	4 Hrs.
SOA 405 Sociocultural Theory	4 Hrs.
SOA 410 Senior Seminar	2 Hrs.
SOA 411 Social Research Methods	4 Hrs.
SOA 461 Social Psychology: Sociological Perspectives	4 Hrs.
Sociology/Anthropology Electives	<u>8 Hrs.</u>
Total	30 Hrs.
UIS Requirements	12 Hrs.
General Electives	<u>18 Hrs.</u>
Total	60 Hrs.

Anthropology Minor

To earn a minor in anthropology, stu-

dents must complete a minimum of 16 semester hours, at least eight of which must be upper-division course work taken at the University of Illinois at Springfield. There are no prerequisites for this minor but the program faculty recommend that students have completed at least one course in anthropology and one in biology at the lower-division level.

Core courses are SOA 302 Understanding Other Cultures and SOA 304 Human Evolution: Biological and Cultural. Lower-division course work may be used to satisfy SOA 302 and/or SOA 304, when appropriate, but the hours must be replaced with upper-division elective courses. Eight hours of anthropology content courses in the SOA curriculum are also required.

Students should contact the program office to discuss their plans with a faculty member. A student may choose or be assigned an adviser from among the anthropologists on the faculty.

Sociology Minor

To earn a minor in sociology, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at the University of Illinois at Springfield. No prerequisites are required, but faculty recommend that students have completed an introductory sociology course at the lower-division level. A maximum of eight hours of upper-division course work may be accepted as transfer credit.

Core courses for the sociology minor are SOA 405 Sociocultural Theory and SOA 411 Social Research Methods. Eight hours of sociology content courses in the SOA curriculum are also required. Classes used to complete the minor in sociology cannot also be used to satisfy degree requirements in the student's major.

Students should contact the program office to discuss their plans with a faculty member. A student may choose or be assigned an adviser from among the sociologists on the faculty.



Course Descriptions

SOA 302 Understanding Other Cultures (4 Hrs.)

Anthropological exploration of the variety of ways humans in different cultures secure their livelihood, govern themselves, form families and other social groups, and interpret the world of their experience.

SOA 304 Human Evolution: Biological and Cultural (4 Hrs.)

Human biological and cultural evolution from the earliest human ancestors to the origins of agriculture and civilization. Emphasis on major factors that have shaped humanity: hominid evolution, origins of human societies, origins of agriculture, birth of cities, and development of the state.

SOA 321 Juvenile Delinquency (4 Hrs.)

Theoretical explanations of juvenile delinquency, with critical view of their value in the field, followed by practical and analytical view of juvenile justice systems in operation. See CRJ 321.

SOA 325 Social Dimensions of Illness (4 Hrs.)

Nonclinical background to the nature of illness and disease. Understanding and application of epidemiological terminology, biostatistics of disease, and epidemiological factors relating to major acute and chronic diseases in contemporary America. Background in basic statistics required. Permission of instructor required. See HSA 325.

SOA 331 American Cultural Diversity (4 Hrs.)

Examines the diversity of cultures that exist within the United States today, focusing on case studies of African-American, Hispanic, Asian-American, American Indian, and European-American societies.

SOA 405 Sociocultural Theory (4 Hrs.)

In-depth study of classical social theorists (Marx, Weber, Durkheim, Mead) and their answer(s) to the central question of sociology, "Where does order come from?" Prerequisite: At least one upper-division sociology and one upper-division anthropology course, or permission of instructor.

SOA 408 Feminist Theories (4 Hrs.)

Various feminist theories, including liberal, radical, socialist, and anarchist, as well as perspectives of lesbian women and women of color. Stresses differences between feminist and traditional political analysis, as well as relations between theory and action. See WMS 411 and PHI 411.

SOA 409 Marxism and Critical Theory (4 Hrs.)

Basic ideas and concepts in recent European Marxist philosophy and critical theory. Emphasis

on dialectic method and its use in analyzing Western capitalism. See LAR 419.

SOA 410 Senior Seminar (2 Hrs.)

A seminar for SOA majors in their final year. Builds and further develops students' sociological/anthropological research, writing, and analytical abilities through application of these skills to a senior essay topic. Focus on the senior essay topics will derive from intense examinations of how sociological/anthropological knowledge can be applied to at least four issues facing society. Seminar discussions will be evaluated for content and presentations, and two senior essays will be the culmination of the course. These essays will be reviewed by all program faculty and will constitute the assessment in the major for each SOA graduate. Prerequisite: SOA major, and permission of instructor.

SOA 411 Social Research Methods (4 Hrs.)

First-hand experience carrying out small-scale research projects in areas of personal interest. Ethics in social research, formulating research questions, survey and experimental design, interviewing, sampling, direct observation, content analysis, evaluation research, and critiques of social science methods. See GER 411.

SOA 417 Library Research on Women: Interdisciplinary Resources (4 Hrs.)

Develops library research skills in interdisciplinary studies of women. Both hard copy and computer access will be emphasized. Recommended to accompany courses involving research projects and to complement programs without specific library research courses. See WMS 402.

SOA 421 Advanced Criminology Theories (4 Hrs.)

Classical and modern theories of crime; social and economic factors in criminal behavior, crime formation and control; exploration of the justice system; evaluation of treatment of offenders. All elements of criminology viewed critically. Prerequisite: CRJ 309 and permission of instructor. See CRJ 421.

SOA 423 Study of Being Different: "Deviant Behavior" (4 Hrs.)

In-depth look at issues in sociology of deviance and social control, including topics such as lifestyles, extremism, lawbreakers, and social capacity to handle deviance. Labeling theory approach. See CRJ 423.

SOA 425 Law and Inequality (4 Hrs.)

The role of law and the legal system in creating, maintaining, and reducing inequality, with emphasis on race, class, and gender inequality in the United States. The relationship between law and the legal system and political/economic insti-

tutions and ideologies. See LES 404, POS 421, and WMS 445.

SOA 431 Sociology of Organizations (4 Hrs.)

Organizations – formal and informal; social organization and crowd concepts; roles, norms, structures; methodology for studying organizational behavior; critical evaluation of organization theories; alienation; organization vs. personality.

SOA 432 Sociology of Families (4 Hrs.)

Contemporary U.S. families in historical and cross-cultural contexts. Emphasizes varied family forms, work/family roles, political and policy questions, and selected public issues such as heterosexuality, inequality, and abuse. See SWK 432 and WMS 432.

SOA 444 Sociological Perspectives on Aging (4 Hrs.)

Aging in sociocultural context; status and roles of the aged; study of cultural meanings, social relations, and social services in regard to family, community, and society; workplace, retirement, and thereafter.

SOA 445 Cross-Cultural Perspectives on Health (4 Hrs.)

Relationships between health and human culture, including health of prehistoric humanity, traditional and non-Western medical systems and how they heal, and problems faced by health-care professionals as they provide care to cultural and ethnic groups from various healing traditions. See HSA 465 and MPH 445.

SOA 451 Social Psychology of Women (4 Hrs.)

Empirical research and phenomenological descriptions of five key areas of female psychology: biology, personality, social roles, sexuality, and mental health. Special emphasis on power differentials between the sexes as they relate to achievement, self-esteem, and identity formation. See PSY 435 and WMS 451.

SOA 452 Sociology of Gender (4 Hrs.)

Analysis of creation, maintenance, and enforcement of female and male roles. Socialization processes, cultural definitions, major social institutions, and structured social inequality. See WMS 452.

SOA 453 Women Across Cultures (4 Hrs.)

Interdisciplinary analysis of the status and condition of women in cross-cultural perspective. Explores how women are changing their familial, economic, social, and policy roles. Emphasis on Third World. See WMS 453.

SOA 454 Family Law (4 Hrs.)

Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform, and the impact of the women's rights movement. See HDC 446, SWK 446, LES 446, WMS 446.

SOA 461 Social Psychology: Sociological Perspectives (4 Hrs.)

Overview of the history of social psychology and such problems as socialization, role, perception, belief systems, stereotyping, and group dynamics. Issues in sociology of knowledge, theoretical orientations in social psychology, and symbolic interaction as a framework for possible eclectic theory also considered. Prerequisite: Introductory sociology course or consent of instructor.

SOA 463 Sociology of Death, Dying, and Bereavement (4 Hrs.)

Considers social structures, attitudes, beliefs, and values about death, dying, and bereavement in contemporary American society as well as in other societies and other time periods. Medical, legal, religious, and psychological issues of death, dying, and bereavement also considered. Not recommended for persons recently bereaved. See GER 463.

SOA 481 North American Indians: Culture and Ecology (4 Hrs.)

North American Indians as they were just prior to contact with European-Americans. Emphasizes relationships between various cultures and their environmental settings. Prerequisite: SOA 302 or permission of instructor.

SOA 482 Prehistoric America (4 Hrs.)

Covers the prehistoric cultures of North America from their arrival to the period of contact with European Americans. Includes both lecture and hands-on experience with artifacts from the collections of the Illinois State Museum. Held off campus at the Illinois State Museum collections center in Springfield.

SOA 545 Sociocultural Aspects of Health (4 Hrs.)

Medical sociological framework for analyzing and understanding the health status of American society; social structure and social value; special issues in health and medical care; various models of health; life-styles and impact on health. (Permission of instructor required for advanced undergraduates.) See MPH 545.

College of Liberal Arts and Sciences

William Bloemer, Dean

Faculty in the College of Liberal Arts and Sciences are dedicated to providing a high-quality educational experience for the students enrolled in the college's eleven bachelor's degree and seven master's degree programs. College faculty have often been recognized for excellence in the classroom and have also produced many books and other publications. The college offers exceptional laboratory and studio facilities, featuring a modern Health and Sciences Building with well-equipped science and computer laboratories. Faculty in the arts and sciences work closely with students in those studios and laboratories, providing the "hands on" educational experiences essential to the development of working skills.

In addition to traditional majors, the college offers several special programs. The liberal studies program gives mature students the opportunity to design their own degrees toward the goal of a broad liberal arts education. The credit for prior learning unit provides an attractive option for adult students seeking to capitalize on their life experiences as they return to higher education. The Center for Teaching and Learning offers students assistance in many subjects and helps faculty develop courses taught in the classroom or through the use of advanced computer technology. The center also provides staff training for the use of UIS computer software and coordinates academic assessment activities for the campus.

The Applied Study Office directs the placement of undergraduates in internships (some paid by cooperative education grants) with businesses, agencies, and community service organizations. The highly respected public affairs reporting program attracts students from across the nation, offering them an intensive six-month internship with newspapers, wire and audio services, radio and TV stations, and magazines covering the Illinois General Assembly and state government.

The college also supports a number of co-curricular activities including the Visual Arts Gallery, various program-based student organizations, field trips, and the annual Verbal Arts Festival.

Degrees, Minors, and Concentrations

Bachelor of Arts: Communication, English, History, Liberal Studies, Psychology, Visual Arts. **Bachelor of Science:** Biology, Chemistry, Clinical Laboratory Science, Computer Science, Mathematical Sciences. **Master of Arts:** Communication, English, History, Individual Option, Public Affairs Reporting. **Master of Science:** Biology, Computer Science. **Minors:** African-American Studies, Biology, Chemistry, Communication, Computer Science, English, History, Mathematical Sciences, Philosophy, Psychology, Visual Arts, Women's Studies.

African-American Studies

Minor

Faculty – Rachell Anderson, Janis Droegkamp, Marje Fonza, Hugh Harris, William Jordan, James Lanier, Marcellus Leonard, Deborah Kuhn McGregor, Maria Mootry, Vibert White

Adjunct Faculty – Leroy Jordan

In today's world, knowledge of non-white and non-Western human experiences is vital for all students, whatever their race or ethnic backgrounds. As with other fields, the intellectual rigor, the investigative, analytical, and critical skills required in African-American studies are crucial tools that are valuable in themselves. African-American studies provide a solid basis for further academic study in the social sciences, the humanities, and professional schools, and the curriculum has clear job and career applicability. Education, law, journalism, city planning, health care delivery, business, social work, and politics are only some of the fields in which a background in African-American studies is useful and relevant.

African-American Studies Minor

To earn a minor in African-American studies, students must complete a minimum of 16 hours of upper-division course work at UIS. Three core courses are required: AAS 425 Overview of African-American Studies, AAS 427 African-American History, and AAS 429 African-American Literature. An AAS elective course also is required.



Course Descriptions

AAS 403 Minority Women: Issues and Perspectives (4 Hrs.)
The experience of women of color is at the center of this course. Interdisciplinary consideration of the intersection of race, class, and gender in the lives of women past and present. See WMS 403.

AAS 425 Overview of African-American Studies (4 Hrs.)
Overview of the field of African-American studies; historical and contemporary social, religious, educational, cultural, political, and economic experiences of African-American people.

AAS 427 African-American History (4 Hrs.)
Focuses on the history of African Americans; traces chronology from the slave trade through codification of slavery and its 200-year history to the life of freedmen and women. Includes Civil War, Reconstruction, Great Migration, Harlem Renaissance, and the civil rights movement. Central focus is on social history of human relations, including issues of gender, class, and race. See HIS 427.

AAS 429 African-American Literature (4 Hrs.)
An examination of the African-American literary heritage, from slave narratives through writers like DuBois, Wright, Baldwin, Hughes, Brooks, and Morrison. See ENG 438.

Electives

AAS 431 African History and Culture (4 Hrs.)
Designed to help students understand the historical basis of the present cultural, economic, social, and political problems in Africa. Issues to be addressed include the exploitation of Africa's resources by the West and the impact of Islam and Christianity on the traditional African culture and religion.

AAS 432 African Americans and American Politics (4 Hrs.)
Examines political, economic, and social factors that affect African-American participation in national, state, and local politics. See POS 404.

AAS 437 Treating the African-American Child in the System (4 Hrs.)
An exploration of ethnicity issues confronting parents of African-American children. Focus is on the status of African-American children in health and mental health agencies and in education and training facilities; economic, law enforcement, and religious institutions will also be considered. Problems of abuse, neglect, delinquency, and abandonment will be studied, focusing on understanding the typical solutions to these problems

for African-American children. Therapeutic techniques are explored. See SWK 437.

AAS 439 African and African-American Music (4 Hrs.)

A survey of African-American music from its African origin to the present. Special emphasis placed on its social, economic, and political implications.

The following courses may be taken to fulfill AAS electives. Students should consult their advisers.

HDC 505 Multicultural Counseling

SOA 302 Understanding Other Cultures

SOA 304 Human Evolution: Biological and Cultural

Several public affairs colloquia (PACs) also can be used to fulfill AAS elective requirements, including Eyes on the Prize and The Africans. Again, students should consult their advisers.

Biology B.S. / M.S.

Faculty – Gary Butler, Nada Chang, Jeffrey Chesky, David Jenkins, Ann M. Larson, Malcolm Levin, Roy Mosher

Associated Faculty – William W. Martz, Chung-Hsien Sung, Gary Trammell, James Veselenak

Adjunct Faculty – Everett D. Cashatt, Donald M. Caspary, Carl L. Faingold, Stewart Jacobson

The Bachelor's Degree

The undergraduate program is designed to build a strong foundation in modern biology and related disciplines, to improve each student's learning skills, and to aid students in mastering problem-solving skills pertinent to scientific and public issues.

Graduates of the program have been successful in pursuing advanced studies in graduate schools and medical, dentistry, and veterinary schools. They have also pursued careers in teaching at the secondary, community college, and university levels. Others have become laboratory technicians, sales personnel, and middle managers in life science and allied health professions. The flexibility and rigor of the curriculum enable students to prepare for many career goals.

Entrance Requirements

Students entering the program must have completed eight to ten semester hours in general chemistry with laboratory; five to eight semester hours of biology courses (including general biology with laboratory), and college algebra. Before graduation, a student must complete one semester of organic chemistry with laboratory, which may be taken before or after the student has entered the biology program. During the two years at UIS, up to 12 semester hours of approved lower-division courses may be transferred from an accredited institution of higher education to make up deficiencies.

Advising

Students should consult a program faculty member before initial registration. If this is not possible, students must contact a program representative at registration. During the first semester at UIS, the program will assist the student in selecting an adviser from among the biology faculty.

The student should prepare a plan to ensure that all requirements are being met. The program recommends that students take the general seminar, organismal botany, and organic chemistry during the fall of their junior year. Students are expected to complete organic chemistry before taking cell biology and microbiology. Cell biology and comparative vertebrate biology are usually taken in the spring of the junior year. In the fall of the senior year, students typically take ecology and microbiology. Genetics is used as the capstone course. It is assumed that students will have completed most of the required biology sequence before enrolling in this course.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. At least four hours in each of at least two of these areas must be completed.

Program Requirements

The biology program's core curricu-

lum includes the general seminar, microbiology, ecology, organismal botany, cell biology, comparative vertebrate biology, and genetics. These courses provide a common foundation in modern biology for all students. In addition to the core, students are expected to select a minimum of one biology elective at the 300 or 400 level. With the faculty adviser, students build on program requirements to meet individual needs.

Core Requirements

BIO 301 General Seminar	2 Hrs.
BIO 311 Cell Biology	4 Hrs.
BIO 345 & 346 General Microbiology	4 Hrs.
BIO 351 Organismal Botany	4 Hrs.
BIO 361 Comparative Vertebrate Biology	4 Hrs.
BIO 371 Principles of Ecology	4 Hrs.
BIO 381 Genetics	4 Hrs.
Biology elective	<u>4 Hrs.</u>
<i>Total Biology</i>	<i>30 Hrs.</i>

Other Possible Requirements

CHE 367 Fundamental Organic Reactions	4 Hrs.
CHE 368 Experimental Organic Chemistry	1 Hr.

Electives	13-18 Hrs.
<i>Total</i>	<i>18 Hrs.</i>

UIS Requirements	<u>12 Hrs.</u>
<i>Total Requirement</i>	<i>60 Hrs.</i>

Assessment

The biology program assesses all students for communication skills and for knowledge of biology. This assessment begins when students enter UIS and continues until graduation. Assessment tools include a written evaluation and the development of a portfolio of laboratory reports and papers. The written evaluation is given both at the beginning of a student's study at UIS and just before graduation. This assessment is intended to help students in their academic planning

and to help the program in curriculum development.

Assessment in the major and in general education skills is included in BIO 301 General Seminar, a required course for all biology majors that uses the learning skills assessment scores to assist the student in developing specific learning skills in biology. Students in general seminar must earn at least a C to receive credit. Those performing below this level are required to complete a learning skills development program.

Applied Study

The biology program has an effective applied study term that allows students to gain practical experience in a variety of areas. Placements have included state agencies such as the State Museum, Environmental Protection Agency, Department of Conservation, Department of Public Health, SIU School of Medicine, and Lincoln Memorial Gardens. Students have also conducted research with UIS faculty.

Undergraduate Honors in Biology

Majors with a GPA greater than 3.25 and one semester of residency at UIS may elect to participate in the Biology Honors Option. In addition to the biology and UIS requirements, honors students are expected to maintain a minimum GPA of 3.25, take biometrics, participate in the honors seminar, complete a minimum of four hours of undergraduate research, and present their findings in a formal paper and public seminar. Students must apply for participation in the honors program to the program convener and obtain the approval of the faculty research adviser before beginning the program.

Biology Minor

A minor in biology is designed for students who wish to increase their knowledge of biology, increase their biological literacy, and acquire a foundation in bio-

logical sciences and critical thinking. Students may plan a broad-based minor, containing courses from each of the major organizational divisions of living things: cells, organisms, and communities. The minor may also focus on a particular aspect of biology such as botany, ecology, or physiology.

To earn a minor in biology, students must complete a minimum of 24 hours in biology, of which at least eight hours must be upper-division courses taken at the University of Illinois at Springfield. Electives should be selected in consultation with a biology faculty member. Some upper-division courses have particular prerequisites other than general biology. The faculty adviser will ensure that each student is properly prepared.

Core Courses

Two semesters of general biology with laboratory or its equivalent 8 Hrs.

Elective Courses 16 Hrs.

(A minimum of eight hours in biology must be taken at UIS)

Total 24 Hrs.

The Master's Degree

Through formal courses and independent study, the biology program offers a balanced biology curriculum with areas of study in cell biology, microbiology, and ecology. The program prepares students for further training in biology, including medical and other professional schools, and for careers in biology in both the public and private sectors. The biology program contributes to UIS objectives by focusing on an awareness of the interaction between science and public policy.

Entrance Requirements and Advising

Students wishing to enter the graduate program are expected to have completed a program of study similar to that required for a bachelor's degree in biology at UIS. Full admission requires a GPA of 3.00 on a 4.00 scale. Students with a GPA of less

than 3.00 will be considered for conditional admission. All applications for admission into the biology M.A. program must include a letter of application, which discusses the student's academic and vocational goals, and GRE scores in both the general examination and the biological sciences.

Beginning graduate students are initially assigned to an academic adviser and, following a review of their academic backgrounds, may be granted full or conditional admission. If admitted conditionally, the conditions will be clearly stated.

No later than at the completion of 10 hours of program-approved course work, each student must form a master's advising committee, which supervises the master's program and master's project. Admitted students are expected to make demonstrable progress toward completion of the master's program.

Grading Policy

A maximum of eight credit hours of C grades are applicable to the degree, provided they are balanced by eight hours of A. However, C grades will not be accepted for required courses and C grades taken in program-approved elective courses must be balanced by A grades in program-approved courses only. Master's candidates are expected to maintain a B average, and those students who fall below that level may lose their candidacy.

Program Requirements

For students with the equivalent of the UIS baccalaureate degree in biology, UIS' master's degree in biology requires a minimum of 36 semester hours of course work distributed as follows:

CHE 415 Biochemistry I	
(or equivalent)	4 Hrs.
BIO 402 Biometrics	
(or equivalent)	4 Hrs.
BIO 500 Master's Project	4 Hrs.
BIO 501 Graduate Seminar	1 Hr.
BIO 551, 561, or 571	4 Hrs.

Program-approved electives (at least six hours must be at the 500 level)	15 Hrs.
BIO 521 Biological Sciences and Public Policy	4 Hrs.
Total	36 Hrs.

A student must have completed or be currently enrolled in BIO 501 Graduate Seminar and BIO 402 Biometrics or their equivalents before registering for hours in BIO 500 Master's Project.

Master's Closure

The master's project is to be based on a graduate research problem approved by each student's master's committee. Each master's project must include a plan, a formal written manuscript, and an oral presentation open to faculty, students, and guests. The master's committee decides whether or not the project is acceptable.

Students must enroll in a total of four hours' credit in the master's project course (BIO 500); however, the total may be accrued in increments. Campus policy requires that students be enrolled in at least one semester hour of master's project credit for each semester after they have begun their graduate closure exercise until that exercise is completed. For biology students, this means that if the project is not completed by the end of four credit hours of enrollment in BIO 500, students must register to audit the course for one hour in all subsequent semesters until the project is complete.

Facilities

A central emphasis of the biology program is mastery of laboratory skills as well as knowledge. Therefore, both the kind of equipment and its availability to students are important at UIS. Current facilities consist of a new laboratory building with three independent project laboratories.

Equipment available for environmental studies includes two boats with outboard motors, portable spectrometer, pH meter, dissolved oxygen meter, submarine pho-

tometer, and an extensive array of sampling and assay equipment for field and laboratory investigation of aquatic and terrestrial habitats. Specialized facilities include an all-weather greenhouse, terrestrial and aquatic culture facilities, and walk-in cold rooms and environmental chambers.

For studies in cell biology and physiology, the following are available: electron microscopy laboratory, which includes transmission and scanning electron microscopes, vacuum evaporator, and freeze-fracture apparatus; light microscopy laboratory, which contains a wide range of microscope systems, cryostat, micro- and macrophotographic equipment, and fully equipped darkroom; microbiology facilities including growth chambers, isolated preparation room and sterilization capabilities; and a wide range of biochemical and physiological equipment, such as high speed and ultracentrifuges, oscilloscopes, polygraphs, and atomic absorption and nuclear magnetic resonance spectrophotometers.

Facilities for carrying out projects in molecular biology include an -80° C low-temp freezer, temperature-controlled incubators, laminar-flow hoods, micro-centrifuges, set-ups for horizontal agarose-gel electrophoresis, vertical polyacrylamide gel electrophoresis, electrophoretic transblotting, pulsed-field gel electrophoresis, as well as a thermocycler for carrying out the polymerase chain reaction, a roller-hybridization oven for Southern and Northern hybridization studies, and a liquid-scintillation radioisotope counter.



Course Descriptions

BIO 301 General Seminar (2 Hrs.)
Development of learning skills through self-assessment. Mastery of library skills and ability to organize material are demonstrated by a paper on a topic of interest and a seminar based on the paper. Recommended for fall of junior year. See

CHE 301. Prerequisite: Chemistry or biology major.

BIO 302 Honors Seminar (1 Hr.)

Integrative seminar to share research methods and experiences and analyze procedures and protocols in research.

BIO 305 Plants and Society (2 or 4 Hrs.)

A consideration of plants from soil to harvest and environmental principles in everyday practice. Useful plants and their products are explored with an emphasis on the interrelationships and interdependence between plants and society. The two-hour option is a non-laboratory science course for non-science majors. The four-hour option is a laboratory science course for non-science majors.

BIO 306 Environmental Biology (4 Hrs.)

Introduction to basic ecological concepts and relationships that tie our biotic and abiotic world together as they relate to today's threats to our biosphere. Provides non-science majors with a review of the major principles of ecology to broaden their expertise. Laboratory involves study of aquatic and terrestrial ecosystems in both the natural setting and the laboratory.

BIO 311 Cell Biology (4 Hrs.)

Molecular basis of structure and function of cells, with an emphasis on the mechanisms of biological processes. Laboratory integrates study of cellular processes with introduction to current research techniques and instrumentation. Prerequisite: Organic chemistry. Recommended spring of junior year.

BIO 345 General Microbiology (3 Hrs.)

Discussion of basic topics in microbial physiology, genetics, and ecology, along with an introduction to virology, immunology, and applied microbiology. Prerequisite: Organic chemistry. Recommended fall of senior year.

BIO 346 General Microbiology Laboratory (1 Hr.)

Application of basic microbiological techniques to the identification and classification of microorganisms. Introduction and application of molecular genetic and immunological techniques to the study of various aspects of microbial physiology and ecology.

BIO 347 Medical Bacteriology (4 Hrs.)

Concise overview of pathogenic bacteriology. Includes discussion of techniques for culturing and identifying bacteria and an introduction to epidemiology. Prerequisite: BIO 345, or equivalent. Required of clinical laboratory science students. Offered fall semester.

BIO 351 Organismal Botany (4 Hrs.)

Development of "higher" plants from seed to

seed considering both the structure and function of plants. Consideration of principles of plant systematics using representatives from both the plant and fungus kingdoms as examples. Recommended fall of junior year.

BIO 361 Comparative Vertebrate Biology (4 Hrs.)

Comparative study of the evolutionary origins, embryological development, and functional anatomy of the various classes of vertebrates. The interrelatedness of form and function is stressed in both lecture and laboratory.

BIO 371 Principles of Ecology (4 Hrs.)

Structure and function of ecological systems including basic ecological principles and concepts. Applicable to individuals, populations, communities, and ecosystems. Laboratory involves in-depth study of terrestrial communities. Recommended fall of senior year.

BIO 381 Genetics (4 Hrs.)

Studies a range of topics including classical Mendelian analysis, chromosome structure and mapping, molecular genetics and recombinant DNA technology, culminating with an introduction to population genetics. Includes laboratory sessions to introduce students to problem-solving situations using the techniques of both classical and molecular genetics. Prerequisite: Microbiology and cell biology.

BIO 400 Undergraduate Research (1-4 Hrs.)

Independent investigation of specific problem of interest to the student. Before enrolling, student must select a faculty member from the biology program to direct and review the project. Research paper, formal seminar, or both may be required for credit. Maximum of four semester hours may be earned. Offered each semester.

BIO 402 Biometrics (4 Hrs.)

Statistical analytical tools in biology and their application in developing strategies for experimental procedures and evaluating results. Introduction to statistics software.

BIO 422 Electron Microscopy (4 Hrs.)

Theory and procedures of electron microscopy integrated with an understanding of ultrastructural morphology. Students develop competencies within three broad areas: material preparation, instrumentation, and information processing in both transmission and scanning electron microscopy. Emphasis on laboratory experience.

BIO 429 Human Physiology (4 Hrs.)

Systems approach to understanding fundamental mechanisms of human physiology with emphasis on homeostasis: in-depth discussion of membranes and cellular mechanisms; nervous system, muscle; cardiovascular, renal, respiratory, and

digestive physiology; and endocrine regulatory mechanisms. Prior chemistry required; anatomy recommended.

BIO 435 Invertebrate Biology (4 Hrs.)

Comprehensive study of major and minor invertebrate phyla. Emphasis on morphology and adaptations, evolutionary relationships among groups.

BIO 439 Comparative Physiology (4 Hrs.)

Study of fundamental physiological mechanisms characteristic of the animal kingdom. Examples of functional diversity in adaptation to varied lifestyles and environments from insects to mammals.

BIO 444 Aquatic Biology (4 Hrs.)

Fundamentals of freshwater biology, including abiotic-biotic interactions, aquatic ecosystems structure and function, relationships among organisms. Lecture and laboratory. Prerequisite: Ecology. See ENS 444.

BIO 445 Biology of Water Pollution (4 Hrs.)

Effects of organic wastes, industrial chemicals, and non-point pollutants on aquatic fauna and flora and humans; detection and measurement of water pollution. Laboratory involves detection and measurement of water pollution by toxicity tests and field sampling. See ENS 445.

BIO 446 Virology (3 Hrs.)

Bacterial cells with their viruses, which form the basis for study of interactions of mammalian cells and their viruses. Use of viruses in transfer of genetic information also discussed. Prerequisite: BIO 345, or organic chemistry, or equivalent.

BIO 468 Animal Behavior/Ethology (4 Hrs.)

Historical foundations of ethology, current methods, concepts, and research problems; analysis of the organization and development of behavior in individual animals and applications to understanding human behavior. Laboratory and/or field research projects are emphasized.

BIO 479 Evolution (4 Hrs.)

Origin of life and history of development of living systems. Analysis of classical Darwinism, the neo-Darwinian synthesis, and mechanisms of evolution, with emphasis on microevolutionary studies as an analytical tool.

BIO 500 Master's Project (1-4 Hrs.)

In-depth investigation of a biological topic. Before beginning graduate research, students must have been granted degree candidacy and have formed an examination committee to approve and review progress of the project. Research paper and formal seminar required for credit. This requirement may be met in one of two ways: (1) A student may propose a laboratory research

project that must be under the direction of a faculty member, or (2) a student may research an approved topic that deals with a problem in the public arena. This need not be a laboratory research project and should be based in the executive or legislative branch of state government. **Note:** If the project is not completed by the time the initial four hours of credit are accumulated, students must register for one credit hour on an audit basis in all subsequent semesters until the project is completed.

BIO 501 Graduate Seminar (1 Hr.)

In-depth exploration of biological topic with emphasis on methods of library research, organization of material, and techniques for presenting information. Required of M.A. candidates. Should be taken early in graduate program.

BIO 510 Topics in Biology (1-4 Hrs.)

Intensive study of a topic under investigation by contemporary biologists. Description of topic for a given semester will be stated in course schedule. Prerequisite: Dependent on topic. Course may be repeated for an indefinite number of credit hours, but topic must differ. Offered every semester.

BIO 521 Biological Sciences and Public Policy (4 Hrs.)

Similarities and differences in the decision making processes and procedures within the scientific community and the public arena; risk assessment as a tool in decision making; roles that the law, legislature, government agencies, administrative directives, lobbyists, and the scientific community play in decision making; and role of science in the regulatory process.

BIO 551 Advanced Cell Biology (4 Hrs.)

Critical analysis of selected concepts in eukaryote cell biology, a subject of intense current scientific inquiry. Focuses on modern technology in the study of molecular mechanisms of eukaryote cell functions. Flexible format accommodates individual student interests and needs. Prerequisite: BIO 311, or equivalent.

BIO 561 Advanced Microbiology (4 Hrs.)

Selected advanced topics that may vary in response to student need but include aspects of microbial physiology such as growth, metabolism, photosynthesis, and genetics. Independent laboratory project required. Prerequisite: BIO 345, or equivalent.

BIO 571 Advanced Ecology (4 Hrs.)

Critical review of contemporary ecological concepts, mainly through analysis and discussion of primary references. Designed especially for M.A. students focusing on environmental biology. Independent laboratory project required. Prerequisites: Ecology and graduate standing.

BIO 580 Independent Research (1-6 Hrs.)
Student may enroll for 1-6 hours of graduate research, with the permission of a biology faculty member.

The following courses are accepted for the program major –

CHE 421 Instrumental Analysis

CHE 425 Interpretive Spectroscopy
CHE 431 Environmental Chemistry
CHE 465 Environmental Toxicology
ENS 488 Environmental Law

Chemistry

B.S.

Faculty – William L. Bloemer, William W. Martz, Gary Trammell

Associated Faculty – Joan Polancic

Adjunct Faculty – Leonard Maroun

The chemistry program is designed to prepare students for direct entry into the chemical profession or for further studies in graduate or professional programs. The program is accredited by the American Chemical Society's Committee on Professional Training.

Entrance Requirements

Entrance requirements include a background in science and mathematics equivalent to one year in each of the following: general chemistry, organic chemistry, general physics, and calculus. In addition, entering students should have the general competencies normally associated with completion of two years of college. Students with deficiencies may enter the program conditionally but will be required to make up the deficiencies during their first years of study. This extra work may mean that some students will require more than two years to complete the B.S. degree.

Advising

Students should consult a program faculty member before initial registration. If this is not possible, students must contact a program representative at registration. During the first semester at UIS, the program will assist the student in selecting an adviser from among the chemistry faculty.

Assessment

Students of the chemistry program are assessed as they enter UIS and again at graduation. The purpose of assessment is to help them in their development as professional chemists. All students assemble portfolios of lab reports and research

papers that document their skills in analyzing scientific data and preparing technical reports. Written evaluations of students' knowledge of the basic areas of chemistry are also given during their first semesters at UIS. The results of these evaluations help students and advisers plan the sequence of courses needed. The evaluation at graduation helps students assess their progress and helps the program revise curriculum. Assessment and a plan for development are included in CHE 301 General Seminar, a required course for chemistry majors.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

Program Requirements

The B.S. in chemistry requires 60 hours of course work distributed as follows:

CHE 301 General Seminar	2 Hrs.
CHE 321 Chemical Analysis	3 Hrs.
CHE 322 Laboratory Techniques	1 Hr.
CHE 400 Undergraduate Research	4 Hrs.
CHE 401, 402 Physical Chemistry	6 Hrs.
CHE 405 Physical Chemistry Laboratory	1 Hr.
CHE 415 Biochemistry I	4 Hrs.
CHE 421 Instrumental Analysis	4 Hrs.
CHE 423 Inorganic Chemistry Laboratory	1 Hr.
Chemistry Elective*	2-4 Hrs.
	<hr/> 28-30 Hrs.

General Electives	18-20 Hrs.
UIS Requirements	12 Hrs.
Total	60 Hrs.

*Certification by the American Chemical Society is optional. Students who choose to be certified must take CHE 422 Inorganic Chemistry as their program elective.

Applied Study

Applied study opportunities for students in the chemistry program exist in health-related laboratories, industrial laboratories, environmental agencies or laboratories, state or local government, and on legislative staffs. In some instances, a substantial independent research problem may be substituted for the applied study experience.

Chemistry Minor

To earn a minor in chemistry, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at the University of Illinois at Springfield. Core courses include a lower-division course in general chemistry, a transfer course in organic chemistry (or CHE 367 and CHE 368), and a laboratory techniques course (or CHE 322) for a total of 7 to 10 semester hours. A minimum of six semester hours of electives must be taken in analytical chemistry, biochemistry, and/or physical chemistry. Since the laboratory is an integral part of chemical education, only those courses that have or lead to a laboratory experience will be acceptable for credit towards a minor. Students should consult with a chemistry faculty member in selecting courses.



Course Descriptions

CHE 301 General Seminar (2 Hrs.)
Development of learning skills following self-

assessment. Mastery of library skills and ability to organize material demonstrated by a paper on a topic of interest and a seminar based on that paper. Recommended for the fall of the junior year. See BIO 301. Prerequisite: Chemistry or biology major.

CHE 311 Chemistry of Everyday Life (4 Hrs.)
Applications of chemistry in living organisms and in society examined in laboratory and lecture settings. Chemical principles studied in relation to health and consumer awareness.

CHE 321 Chemical Analysis (3 Hrs.)
Introduction to the statistical analysis of laboratory data, method evaluation, and quality control. Discussion of kinetic and electrochemical methods of analysis, as well as physical and chemical methods of separation.

CHE 322 Laboratory Techniques (1 Hr.)
Introduction to basic laboratory techniques and procedures necessary for competent performance. Topics will include laboratory safety, glassware, volumetric and gravimetric measurements, equipment calibration, laboratory mathematics, and basic spectrophotometric measurements.

CHE 367 Fundamental Organic Reactions (4 Hrs.)
Study of organic reactions and structures with application of these principles to biochemistry. Prerequisite: One year of general chemistry.

CHE 368 Experimental Organic Chemistry (1 Hr.)
Laboratory course cultivating techniques for separation, purification, and identification of organic compounds. Application of techniques to illustrative organic preparations. Prerequisite: CHE 367, or concurrent enrollment.

CHE 400 Undergraduate Research (1 to 4 Hrs.)
Investigation of a specific problem of interest to the student. Directed and reviewed by a faculty member. May be repeated for credit without limit.

CHE 401 Physical Chemistry I – Thermodynamics (3 Hrs.)
Development of principles of classical thermodynamics; equations of state; first and second laws and their applications. Prerequisite: one year of calculus.

CHE 402 Physical Chemistry II (3 Hrs.)
Examination of thermodynamic considerations that control the position of chemical equilibrium and kinetic factors that govern reaction rates. Discussion of current theories of chemical bonding in ionic and covalent compounds. Emphasis on correlation of experimental data and prediction of

structures of chemical compounds. Prerequisite: CHE 401.

CHE 405 Physical Chemistry Laboratory (1 Hr.)

The physical and thermodynamic properties of chemical compounds will be measured. Reaction rate and equilibrium determinations will illustrate reaction mechanisms.

CHE 415 Biochemistry I (4 Hrs.)

Survey of energy metabolism, structure, biological function, and biosynthesis of proteins, enzymes, nucleic acids, and other important cellular components. Introduction to biochemical literature. Laboratory includes preparative and analytical techniques. Prerequisite: Organic chemistry.

CHE 421 Instrumental Analysis (4 Hrs.)

Major topics include UV-visible and infrared absorption, fluorescence, atomic absorption, emission methods, mass spectroscopy, radiochemical methods, polarography, and coulometric methods. Prerequisite: CHE 321 or equivalent.

CHE 422 Inorganic Chemistry (3 Hrs.)

Survey covering bonding, properties, and reactions of inorganic compounds. Prerequisite: CHE 402, or concurrent enrollment.

CHE 423 Inorganic Chemistry Laboratory (1 Hr.)

Laboratory synthesis and characterization of inorganic compounds. Preparation of compounds by reactions under vacuum and inert atmosphere will be performed as well as reactions under

ambient conditions. Products will be characterized by analytical methods such as UV-visible, infrared, and nuclear magnetic resonance spectroscopies. Prerequisite: CHE 422, or concurrent enrollment.

CHE 425 Interpretive Spectroscopy (3 Hrs.)

Utilization of ultraviolet, infrared, nuclear magnetic resonance, and mass spectroscopy to elucidate the structures of organic and inorganic molecules. Students are trained in techniques of sample preparation and in operation of UV, IR, NMR, and mass spectrometers. Prerequisite: Organic chemistry, or concurrent enrollment.

CHE 431 Environmental Chemistry (4 Hrs.)

Use of chemical principles in understanding processes that occur in the environment. Ecological problems of a chemical nature are analyzed. See ENS 447.

CHE 433 Physiological Chemistry (4 Hrs.)

Physiological biochemistry, with emphasis on metabolic interpretation of normal and altered physiologic states of the human organism. Prerequisite: Organic chemistry. Anatomy and physiology recommended.

CHE 465 Environmental Toxicology (4 Hrs.)

Study of effects of toxic chemicals on the environment. Included are sources, transport, chemical behavior, and toxic mechanisms of environmental pollutants. Prerequisite: Organic chemistry or cell biology. See ENS 449.

Clinical Laboratory Science B.S.

Faculty — William Bloemer, Paula Garrott, Joan Polancic, James Veselenak

Adjunct Faculty — Joan Barenfanger, John Dietrich, Tina Reno, Sherilyn Miner, Gilma Roncancio, Judy Sutherland

The clinical laboratory science program offers the B.S. degree to students interested in careers in clinical laboratory science. Such careers require competence in the performance, analysis, and interpretation of clinical laboratory procedures and the ability to function in problem-solving situations. The curriculum features both broad-based and selective learning experiences encompassing theory and practice in all areas of clinical laboratory science. Completion of the program leads to eligibility for certification by the Board of Registry of the American Society of Clinical Pathologists and/or the National Certification Agency for Medical Laboratory Personnel.

Entrance Requirements/ Advising

The clinical laboratory science program provides for the continuing education of students who have completed the first two years of lower-division work (preferably with the A.A. or A.S. degree). Prerequisite courses required for admission include (1) 90 quarter hours or 60 semester hours of lower-division courses, including the UIS general education requirements detailed in the admissions section of this catalog; (2) two semesters of general chemistry; (3) one semester of organic chemistry; (4) two semesters of biological sciences, preferably at least one semester of anatomy and physiology; (5) one semester of college algebra or higher mathematics; and (6) one semester of microbiology with lab. Recommended courses include physics, genetics, statistics, and a second semester of organic chemistry. Normal time of entry into the program is the fall semester of the junior

year; however, mid-year part-time status is possible.

Since program enrollment is limited, admission to UIS does not guarantee admission to the clinical laboratory science program. In addition to completing the UIS application process, interested applicants should contact the program for a program application. Applicants must also forward a written statement of their academic and professional goals and the names and addresses of two college science instructors (preferably one biology and one chemistry) for use as references to the clinical laboratory science program director. A personal interview may be required. To ensure consideration for the following fall semester, applications should be completed by March 1.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

Program Features/ Requirements

The clinical laboratory science program requires 60-66 credit hours of upper-division work. Interdisciplinary and problem-oriented, with emphasis on the basic sciences and standards of contemporary clinical laboratory science, the program includes academic and clinical experiences.

Academic work during the junior year is designed to provide a strong back-

ground in chemical and instrumental analysis, biochemistry, physiology, microbiology, and immunology. The summer term of the senior year provides theory and laboratory experience in clinical chemistry, hematology, immunohematology, and hemostasis. During the balance of the senior year the student's clinical education encompasses rotations through the various clinical specialty areas of affiliated hospital laboratories. The program is affiliated with Memorial Medical Center and St. John's Hospital in Springfield and with Peoria's Methodist Medical Center.

The applied study term is incorporated in the clinical experience, which is under the joint supervision of faculty at the University of Illinois at Springfield and practicing professionals in affiliated hospital laboratories. Clinical education is coupled with didactic courses offered at UIS.

Recognizing the importance of communication in allied health professions, faculty in all CLS courses emphasize development of effective oral and written communication skills. Consequently, completion of CLS required courses constitutes successful demonstration of effective communication skills.

Since the program includes laboratory work done under professional supervision, the degree candidate not only must satisfy the customary expectations of academic work but also must meet the high-quality standards demanded of a professional medical technologist/clinical laboratory scientist. Students must maintain a minimum GPA of 2.00. Clinical laboratory science students are required to maintain a grade of C or better in all required courses.

Individual professional liability insurance is required of each student. Evidence of current coverage must be submitted before engaging in clinical course work.

As a closure requirement for graduation, students must pass a comprehensive examination covering all aspects of clinical laboratory science.

Medical Laboratory Technician (MLT) – Clinical Laboratory Science (CLS) Articulation

Special opportunities are available for individuals who have completed an associate degree medical laboratory technician program. Through proficiency testing and planned academic and clinical course work, medical laboratory technicians are provided a unique opportunity to complete the baccalaureate degree without repeating areas in which they are already proficient. Medical laboratory technicians interested in this articulation opportunity should contact the program director to discuss proficiency testing and curriculum based on their previous academic and clinical experiences.

Sample Curriculum/Program Guide

First semester, junior year

CHE 321 Chemical Analysis	3 Hrs.
CHE 322 Laboratory Techniques	1 Hr.
CLS 321 Seminar in Clinical Laboratory Science	1 Hr.
BIO 347 Medical Bacteriology	1-4 Hrs.
Elective	1-4 Hrs.
Public Affairs/Liberal Studies Colloquia	4 Hrs.
	<u>11-17 Hrs.</u>

Second semester, junior year

CHE 421 Instrumental Analysis	4 Hrs.
CHE 433 Physiological Chemistry	4 Hrs.
CLS 405 Introduction to Urinalysis	1 Hr.
CLS 447 Medical Mycology and Parasitology	1-3 Hrs.
CLS 448 Introduction to Immunology	1-4 Hrs.
	<u>11-16 Hrs.</u>

Summer, senior year

CLS 401 Introduction to Clinical Chemistry	1-2 Hrs.
CLS 403 Introduction to Immunohematology	1-2 Hrs.
CLS 451 Advanced Concepts in Immunohematology	2 Hrs.
CLS 454 Advanced Concepts in Clinical Chemistry	2 Hrs.
	<u>6-8 Hrs.</u>

First semester, senior year

CLS 402 Introduction to Hematology	1-2 Hrs.
CLS 404 Introduction to Hemostasis	1 Hr.
CLS 446 Medical Virology	1 Hr.
CLS 452 Advanced Concepts in Hematology	2 Hrs.
Clinical Courses (see below)	<u>1-10 Hrs.</u>
	6-16 Hrs.

Second semester, senior year

CLS 411 Clinical Education/Management	3 Hrs.
CLS 456 Clinical Correlations	2 Hrs.
Clinical Courses (see below)	<u>1-10 Hrs.</u>
	6-15 Hrs.

Clinical Courses

Students are assigned a number of the following courses in the fall and spring semesters of the senior year. All of the clinical courses should be completed by the end of the senior year.

CLS 421 Clinical Chemistry Laboratory	1-3 Hrs.
CLS 422 Clinical Hematology Laboratory	1-3 Hrs.
CLS 423 Clinical Microbiology Laboratory	1-3 Hrs.
CLS 424 Clinical Immunohematology Laboratory	1-2 Hrs.
CLS 427 Clinical Immunology Laboratory	1 Hr.
CLS 431 Special Topics in Clinical Laboratory Science	<u>1-2 Hrs.</u>
	<u>6-14 Hrs.</u>
<i>Total</i>	60-66 Hrs.

**Course Descriptions**

CLS 321 Seminar in Clinical Laboratory Science (1 Hr.)
An introduction to the profession of clinical laboratory science. Laboratory organization, roles, and credentialing of laboratory practitioners are discussed. Standards, ethics, and current profes-

sional issues are examined. Communication skill development and review of scientific literature are included. Instruction and experience in venipuncture technique are included.

CLS 400 Applied Research (1-4 Hrs.)
Directed research in procedure development or in-depth investigation of a specific area in clinical laboratory science. Topic approved and hours assigned by instructor. Written report required. May be repeated for a maximum of 4 credit hours.

CLS 401 Introduction to Clinical Chemistry (1 or 2 Hrs.)
Lecture/laboratory course focusing on clinical significance and methodology of carbohydrates, proteins, lipids, enzymes, electrolytes, blood gases, acid-base balance, liver function, kidney function, and endocrinology. Emphasis on quality control as it applies to selected clinical chemistry procedures.

CLS 402 Introduction to Hematology (1 or 2 Hrs.)
Lecture/laboratory course that emphasizes basic hematologic principles. Manual and automated procedures are performed. Emphasis on morphology and clinical applications.

CLS 403 Introduction to Immunohematology (1 or 2 Hrs.)
Lecture/laboratory course emphasizing immunohematologic concepts and properties underlying scientific principles of blood banking. Includes theory and practical applications of blood-group systems, antibody identification and compatibility testing, hemolytic disease of the newborn, autoimmune hemolytic anemia, and donor procurement and processing.

CLS 404 Introduction to Hemostasis (1 Hr.)
Lecture/laboratory course that emphasizes components in the blood related to hemostatic mechanisms. Includes principles of procedures involved and their relationship to diagnosis and treatment of disease.

CLS 405 Introduction to Urinalysis (1 Hr.)
Lecture/laboratory course emphasizing qualitative, quantitative, and microscopic examination of urine. Includes special analytical procedures and their relationship to diagnosing and monitoring disease.

CLS 411 Clinical Education/Management (3 Hrs.)
Processes and practices of laboratory management. Includes basic principles of competency-based education, development of course objectives, evaluation procedures, and teaching techniques.

CLS 421 Clinical Chemistry

Laboratory (1-3 Hrs.)

Provides opportunity to apply basic chemical and immunochemistry theory and practice to routine and special chemical procedures, and toxicology, therapeutic drug monitoring, and urinalysis procedures. Instruction and experience in the use, standardization, and maintenance of sophisticated analyzers is provided. Prerequisite: Senior in clinical laboratory science program.

CLS 422 Clinical Hematology

Laboratory (1-3 Hrs.)

Automated and manual methods of cell counting and differentiation are performed on blood and other body fluids. Instruction and experience in advanced instrumentation using automated cell counters and differential systems, coagulation and platelet analyzers, and special hematologic testing of white and red cells using cytochemistry techniques are provided to identify disease states and disorders. Prerequisite: Senior in clinical laboratory science program.

CLS 423 Clinical Microbiology

Laboratory (1-3 Hrs.)

Isolation and identification of clinically important bacteria, mycobacteria, and fungi including antibiotic susceptibility testing. Techniques for identifying parasites are included. Prerequisite: Senior in clinical laboratory science program.

CLS 424 Clinical Immunochemistry

Laboratory (1-2 Hrs.)

Blood typing, antibody screening and identification, compatibility testing, and other immunochemical procedures are included. Emphasis is on operation and problem-solving in a modern transfusion service. Prerequisite: Senior in clinical laboratory science program.

CLS 427 Clinical Immunology

Laboratory (1 Hr.)

Evaluation of immunoglobulin levels to identify a disease process or to measure this important defense system in the patient. Includes routine serologic techniques, protein chemistry, and immunofluorescence. Prerequisite: Senior in clinical laboratory science program.

CLS 431 Special Topics in Clinical

Laboratory Science (1-2 Hrs.)

Directed research and observational experience opportunities in alternative clinical laboratory science practice arenas. Topics and sites must be approved by the instructor. Written report required. May be repeated for a maximum of 2 credit hours.

CLS 446 Medical Virology

(1 Hr.)

Concise overview of the physical, chemical, and biological properties of medically important viruses. Emphasis on the epidemiology, pathogenesis, and immune response of the major human viral infections as well as laboratory cultivation of viruses. Prerequisite: General microbiology, or equivalent.

CLS 447 Medical Mycology and

Parasitology (1-3 Hrs.)

Concise overview concentrating on medically significant fungi and human parasites. Emphasis on identification and mode of transmission. Lecture and laboratory.

CLS 448 Introduction to Immunology (1-4 Hrs.)

Lecture/laboratory course introducing immunologic principles, concepts, and techniques including components of the immune system, immune response, and antigen-antibody reactions.

CLS 451 Advanced Concepts in

Immunohematology (2 Hrs.)

Lecture/laboratory focusing on problem-solving and special techniques used in antibody identification and compatibility testing. Also includes a discussion of donor requirements, blood component preparation and therapy, and quality assurance in the blood bank/transfusion service.

CLS 452 Advanced Concepts in

Hematology (2 Hrs.)

Lecture/laboratory focusing on advanced principles of hematologic testing leading to improved interpretative skills in hematology. Emphasis on correlation of data with disease states and disorders. Case studies and discussion used to illustrate the pathophysiology of hematologic dysfunction.

CLS 454 Advanced Concepts in Clinical

Chemistry (2 Hrs.)

Lecture/laboratory course focusing on clinical significance and methodology of trace elements, vitamins, therapeutic drug monitoring, and toxicology. Newer testing methods used to identify diseases/disorders will be discussed. Emphasizes instrument selection and method validation process.

CLS 456 Clinical Correlations

(2 Hrs.)

Correlation of clinical laboratory data with various diseases. Uses case studies and clinical situations. Includes body fluid analysis.

Communication

B.A. / M.A.

Faculty — Mary Bohlen, J. Michael Duvall, Tom McCourt, Henry Nicholson, Hazel Rozema, Ray Schroeder, Larry Smith

Associated Faculty — Larry Shiner, Miles D. Woken

Adjunct Faculty — David Anderson, Larry Dale

The communication program is concerned with the exchange of symbolic messages, how that exchange may be hindered or facilitated, and how it affects groups and individuals. Courses offer students opportunities to improve their skills in writing, speaking, and understanding the messages of others in interpersonal, organizational, and public contexts. The courses also provide a detailed understanding of the role of communication in human affairs. To accomplish these goals, the curriculum addresses the theoretical, critical, and technical aspects of communication.

The Bachelor's Degree

The undergraduate program in communication has three main objectives: (1) to instruct the student in general communication theory and technology, (2) to provide the student an opportunity for more intensive study in a specific area of communication, and (3) to ensure that the communication graduate is capable of applying knowledge of general communication theory and technology to specific social problems. The baccalaureate curriculum covers three topical areas: meaning systems, interpersonal/organizational systems, and mass media systems.

Entrance Requirements

Requirements for admission to the program as a candidate for the bachelor of arts degree are identical to general UIS requirements. Students who are required to take the Test of English as a Foreign Language (TOEFL) examination must achieve a score of 580 or above to be admitted to the program.

Advising

The program works with new students to plan courses of study. Based on instructors' assessments of writing ability in required courses, advisers may require advisees to take remedial courses. Generally, advisers assist students in developing personal programs of study and in identifying all necessary requirements.

Credit for Prior Learning

Students with extensive life or work experience in some area of communication may apply for academic credit through credit for prior learning (CPL). The communication program awards such credit in each of its three topical areas (meaning systems, interpersonal/organizational systems, and mass media systems) through COM 401, COM 431, and COM 451. Prior learning credit is not awarded for specific program courses. The program will award a maximum of four hours of credit for prior experiential learning in any one topic area and a maximum of 12 hours of CPL credit to any student.

Credit/No Credit

Communication majors may not take any COM course as part of the requirements for the major on a credit/no credit basis.

Course Repetition

Communication courses numbered 491-498 (experimental courses listed in the course schedule only) may be taken for credit more than once provided the course topic is different each time. No

more than eight semester hours of credit for COM 499 (tutorials) will be accepted for the degree. All other communication courses may be repeated for grade improvement only once. No communication course may be repeated for additional credit.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

Program Requirements

At the bachelor's level, candidates must satisfy general UIS and elective requirements and also complete 32 hours in communication courses for their major. All undergraduate students are required to complete COM 301 Introduction to Meaning Systems, COM 302 Introduction to Interpersonal/Organizational Systems, and COM 303 Introduction to Mass Media Systems; at least 12 hours of course work in one of the program's three topical areas (in addition to COM 301, COM 302, or COM 303), and at least eight additional hours in any other topical area(s). COM 301, 302, and 303 must be taken prior to or concurrent with any other course work in their respective curricular areas.

All undergraduate students are required to take a program assessment examination during their first semesters and during their last semesters before graduation. The examination is normally administered during a regular class and is used by the program to assess its curriculum. It does not affect students' grades in any way.

Major Requirements

COM 301 Introduction to Meaning Systems	4 Hrs.
COM 302 Introduction to Interpersonal/Organizational Systems	4 Hrs.

COM 303 Introduction to Mass Media Systems	4 Hrs.
Communication emphasis requirements (primary topical area)	12 Hrs.
Communication distribution requirements (from area(s) other than emphasis)	8 Hrs.
UIS Requirements	12 Hrs.
Electives (at least eight hours of which must be other than communication courses)	<u>16 Hrs.</u>
Total	60 Hrs.

Course Offerings

Cross-listed courses from other programs may be used as part of the 32-hour major. No more than eight credit hours of cross-listed courses may be used as part of a student's concentration.

Minor in Communication

The minor in communication consists of 16 semester hours of program courses, arranged as follows.

Core

COM 301 Introduction to Meaning Systems or	
COM 302 Introduction to Interpersonal/Organizational Systems or	
COM 303 Introduction to Mass Media Systems	4 Hrs.
<i>Plus a choice of two courses in the same curricular area as the course selected above</i>	8 Hrs.

Elective

Any 300-level or 400-level COM course	<u>4 Hrs.</u>
Total	16 Hrs.

There are no prerequisites for entry into the minor. Students will be advised to take the basic core course (COM 301, 302, or 303) before or concurrent with other courses in the same curricular area. The elective course may be from within or outside this curricular area; if outside,

it may be taken without the corresponding introductory course.

Transfer credits from other institutions may not be used to substitute for introductory core courses. However, students may petition to use them to satisfy other parts of the minor, provided the credit is for an upper-division course equivalent to one offered by the communication program and that the grade earned was a C or better. Communication minors may not take any COM course as part of the requirements for the minor on a credit/no credit basis.

The Master's Degree

The graduate program in communication has two main objectives: (1) to guide students in an intensive exploration of the structure and function of human communication and (2) to educate students in the methods and theory of communication inquiry. The graduate curriculum covers three areas of study: meaning systems, interpersonal/organizational systems, and mass media systems.

Although 400-level courses are open to both B.A. and M.A. candidates, graduate students enrolled in 400-level courses should expect more stringent grading standards and/or more assignments (and perhaps differently structured assignments) than undergraduates enrolled in the same courses.

Entrance Requirements

For admission to the master of arts program, the student must have a bachelor's degree or equivalent and pass the program's graduate admission writing examination. The program reserves the right to require additional course work where deficiencies are indicated. Provisional admission with a directed probationary period may be offered to students with undergraduate GPAs of less than 2.80 on a 4.00 scale. Students who are required to take the Test of English as a Foreign Language (TOEFL) examination must achieve a score of 580 or above to be admitted to the program.

Advising

Each new graduate student should consult with a faculty adviser before initial registration. Advisers help students develop a course of study based on program requirements and on the students' personal interests.

Credit for Prior Learning

Communication students with extensive life or work experience in some area of communication may apply for academic credit through credit for prior learning (CPL). The communication program awards such credit in each of its three topical areas (meaning systems, interpersonal/organizational systems, and mass media systems) through COM 401, COM 431, and COM 451. Prior learning credit is not awarded for specific program courses. The program will award a maximum of four hours of credit for prior experiential learning in any one topic area and a maximum of 12 hours of CPL credit to any student.

Grading Policy

No grade below B- in a communication course may be applied toward the degree. Communication courses to be counted toward the degree requirements may not be taken on a credit/no credit basis.

Course Repetition

Communication courses numbered 491-498 and 591-598 (experimental courses listed in the course schedule only) may be taken for credit more than once provided the course topic is different each time. No more than six semester hours of credit for COM 599 (tutorials) will be accepted for the degree. All other communication courses may be repeated for grade improvement only once.

Required Courses

Students must complete program-required courses (COM 501, COM 504,

COM 506) to graduate. No waivers are offered. Courses with a 300 number that advisers require of graduate students as prerequisites must be passed with a minimum grade of B-. Hours so earned may not be counted toward the graduate degree.

Program Requirements

All master's degree candidates are required to complete four semester hours of public affairs colloquia. In addition, all communication M.A. candidates are required to complete at least 36 hours of graduate study in communication including COM 501 Closure Experience, COM 504 Introduction to Graduate Study in Communication, COM 506 Research Methods in Communication, and at least three 500-level graduate seminars. Graduate seminars are numbered 511 through 598.

No more than eight semester hours of COM courses may be taken before taking COM 504. A student may not register for COM 501 Closure Experience until he/she has registered for COM 506. At least 12 semester hours of course work, including at least eight semester hours of seminars, must be in the student's area of concentration unless otherwise arranged.

Requirements

COM 504 Introduction to Graduate Study in Communication	4 Hrs.
COM 506 Research Methods in Communication	4 Hrs.
500-level graduate seminars	12 Hrs.
Graduate-level COM courses	12 Hrs.
Public Affairs Colloquia	4 Hrs.
COM 501 Closure Experience (Thesis/Project/Comprehensive Exam)	(minimum) 4 Hrs.
Total	(minimum) 40 Hrs.

Additional courses may be required by the adviser, with program approval, in order to meet deficiencies. COM 599 credit may not be used to satisfy the 500-level seminar requirement.

Master's Closure

In accordance with campus requirements, all graduate students must complete a closure experience (COM 501). The proposed thesis or project must be approved by a faculty committee before it is begun. For guidance on comprehensive exams, students should consult their advisers. Students must have completed a minimum of 32 (preferably 36) credit hours to be eligible for comprehensive exams. Students will write comprehensive exams over five areas during a two-day period. Comprehensive exams will be offered once every semester at a regularly scheduled time. Specific guidelines on any of the three options listed above are available from the communication program or from program faculty.

Students must enroll for a total of four hours credit in the closure experience; however, they may accrue the total in increments. Campus policy requires that students be enrolled in at least one semester hour of closure experience for each semester after they have begun their graduate closure exercise, until that exercise is completed. For communication students, this means that if the thesis/project/comprehensive exam has not been completed by the end of four credit hours' enrollment in COM 501, students must register for one hour of audit each semester until the thesis/project/exam is complete. See "Master's closure requirements" under the Master's Programs and Areas of Study section, p. 74, for additional information.

Course Offerings

Cross-listed courses may be accepted for the program major. Some courses may be taken for credit in other programs. Students should be careful to register for the course with the appropriate prefix to ensure that credit is received. Other courses may be accepted toward the major through petition to the program committee.



Course Descriptions

Required Courses (Undergraduate)

COM 301 Introduction to Meaning Systems (4 Hrs.)

Introduction to the basic literature of semiotics and an examination of how people create meaning with signs and use signs to communicate.

COM 302 Introduction to Interpersonal/Organizational Systems (4 Hrs.)

Fundamental theories and concepts in interpersonal and organizational communication. Specific theories of how humans establish meaning systems and form communication relationships.

COM 303 Introduction to Mass Media Systems (4 Hrs.)

Introduction to mass media, including theory, history and tradition, structure and function, controls on the media, technology, ethical and legal issues, and the future.

Required Courses (Graduate)

COM 501 Closure Experience (1-4 Hrs.)

All graduate students must complete a closure experience. Communication students have three options. (1) **Thesis:** Research-based exploration of a topic approved by thesis committee. (2) **Project:** Production of a major project elected with approval of project committee. (3) **Comprehensive examination:** Students will write their comprehensive exams over five areas during a two-day period. Students must have completed a minimum of 32 credit hours to be eligible for the comprehensive exam. For options 1, 2, or 3, students should consult their advisers for program guidelines during their first semester. Successful completion of any of the three options fulfills the master's closure requirement. Option 1, 2, and 3 will be graded CR/NC. Note: If the thesis/project/exam is not completed by the time the initial four hours of credit are accumulated, students must register for one credit hour on an audit basis in all subsequent semesters until the thesis/project/exam is completed.

COM 504 Introduction to Graduate Study in Communication (4 Hrs.)

An examination of the literature with which graduate communication students should be familiar, especially that which explores the nature of theory and the three major divisions of human communication: message creation, transmission, and interpretation.

COM 506 Research Methods in Communication (4 Hrs.)

A detailed examination of research methods used

in the communication discipline, including introduction to descriptive and inferential statistics commonly used in communication research. Methods examined include content, network, and interaction analysis as well as survey and experimental designs.

Meaning Systems

COM 335 Commercials: The Hidden Messages (4 Hrs.)

Television commercials are examined for persuasive strategies and techniques used in reaching targeted audiences. Special attention is given to hidden messages and subconscious appeals.

COM 401 General Communication and Language Theory: Practicum (1-4 Hrs.)

Credit is available under this title only through the Credit for Prior Learning program. Students with substantial work or life experience in areas covered by a course or a combination of courses listed in this Meaning Systems section may apply for credit by documenting their relevant theoretical and practical learning under the guidance of CPL faculty. Interested students should consult with a faculty member in communication.

COM 404 Media Law (4 Hrs.)

Legal privileges and limitations primarily affecting those who work in the media. Includes examination of free press and fair trial, obscenity, libel, right of privacy, access to the media, access for the media, contempt of court, and advertising law. See PAR 404.

COM 425 Intercultural Communication (4 Hrs.)

Analysis of the impact of cultural diversity on the communication process. Examines American subcultures and cultures throughout the world. Emphasis on applying theory to the understanding of cultures.

COM 427 Communication for Living: Anthropological Explorations (4 Hrs.)

Examines the everyday acts of communicating, e.g. room decor, clothing styles, vanity license plates. Examines intention as a determiner of a communication act and the wide field of literature that rests at the border of traditional communication studies. Students will choose a non-traditional communication act for study, work up the relevant literature, and measure/evaluate the act within the culture where it originates. That work will take the shape of a final presentation and a written document.

COM 428 Nonverbal Communication (4 Hrs.)

How personal symbols (clothes, gesture, etc.) and public symbols (space, time) convey meaning; problems arising from differing interpretations of these symbols in a culturally diverse society.

COM 452 Myth and Meaning (4 Hrs.)

Examines the literature which constitutes the twentieth century's approach to the study of myth, with strong emphasis on myth recognition and application.

COM 468 Persuasion (4 Hrs.)

Theories and techniques involving attitudinal and behavioral change. Students analyze historical and current examples of propaganda and persuasion.

COM 511 Semiotics (4 Hrs.)

Examination of the sign as the basic unit in human communication. Primate language included. Readings in Pierce, Morris, Saussure, and Eco.

COM 514 History of Communication (4 Hrs.)

Begins with genesis of language and progresses through alphabet, printing press, electronic communication, and computer technology. Taught from primary sources. Examines the impact each stage of major communication development has had and how it has restructured human communication. (Permission of instructor required for undergraduates.)

COM 516 Communication Theory (4 Hrs.)

In-depth study of current major theories in all areas of communication. Differences, values, and shortcomings are evaluated.

COM 528 Meaning and Social Structure (4 Hrs.)

Examination of coding and meaning theories to understand similarities and differences in individual interpretation of words, symbols, events, and interaction. Exploration of how individuals' language use affects the social structures they build and use.

Interpersonal/Organizational Systems

(Note: COM 335, COM 425, COM 428, COM 436, COM 468, COM 516 and COM 528 are also included in this topical area.)

COM 362 Introduction to Public Relations (4 Hrs.)

Introduction to the theories, functions, and applications of public relations. Analysis of the most effective methods of internal/external public relations in profit and nonprofit organizations.

COM 367 Public Speaking (4 Hrs.)

Performance course preparing for formal and informal speaking situations. Informative and persuasive speaking are emphasized. Formats and strategies for these types of speaking are studied and discussed for practical application.

COM 421 Interpersonal Communication (4 Hrs.)

Analysis of communication at the individual level

including extended examination of informational, perceptual, and prediction processes that lead to successful communication. Includes role and personality as factors that affect the communication process and techniques for improving communication ability. Interpersonal communication theories compared and evaluated.

COM 423 Gender and Communication (4 Hrs.)

Examines the styles men and women exhibit in communication tone, vocabulary, intent, and meaning. The causes of these styles and their ramifications will be discussed. Historical and contemporary writings on the subject will be used as a basis for interpreting personal observations and experiences.

COM 431 Interpersonal/Organizational Systems: Practicum (1-4 Hrs.)

Credit is available under this title only through the Credit for Prior Learning program. Students with substantial work or life experience in areas covered by a course or a combination of courses listed in this Interpersonal/Organizational Systems section may apply for credit by documenting their relevant theoretical and practical learning under the guidance of CPL faculty. Interested students should consult with a faculty member in communication.

COM 462 Writing for Public Relations (4 Hrs.)

Intensive study of the most effective methods for written public relations communication. Students write news releases, broadcast announcements, letters, speeches, and newsletter copy, as well as work on grammar and journalistic style. Prerequisite: COM 362, or permission of instructor.

COM 463 Organizational Communication (4 Hrs.)

Major communication functions in organizations and person-to-organization relationships. Includes analysis of interaction between organizational structures, message forms and flows, channel effects, and personal behavior.

COM 464 Conflict Management (4 Hrs.)

Role and effect of conflict on interpersonal, group, and organizational relationships and social movements. Theoretical and practical applications seek to foster success in conflict resolution.

COM 465 Interviewing (4 Hrs.)

Interviewing and its various purposes in communication settings. Practical and theoretical approaches.

COM 467 Advanced Public Speaking (4 Hrs.)

Examines preparation, organization, and presentation of various types of speaking such as persuasion, group discussion, and debate. Performance includes making speeches, participating in discussions, and critiquing other students' presentations.

tations. Prerequisite: COM 367 or permission of instructor.

COM 521 Family Communication (4 Hrs.)

Examination of types of families, roles, rules, stages, systems, decision making, intimacy, and power from a communication perspective.

COM 562 Public Relations in Organizations (4 Hrs.)

Advanced study of public relations in organizations. Examination of problems involved in designing and implementing a public relations campaign with emphasis on communicating within and outside different organizations. Examination of and participation in empirical research on public relations and organizational communication.

COM 563 Organizational Communication Theory (4 Hrs.)

An in-depth look at organizational theory integrated with current communication theory. Discussion includes approaches to consulting and analyzing communication in organizations.

Mass Media Systems

(Note: COM 335, COM 404, COM 465, and COM 516 – all described above – also are included in this topical area.)

COM 312 News Gathering and Writing (4 Hrs.)

Techniques involved in interviewing, reporting, and writing. Weekly in-class news story assignments.

COM 315 Photography I (4 Hrs.)

Basic competencies in terminology and operation of 35mm cameras, processing black-and-white film, and printmaking. Students assist in formulating photographic philosophy through examination of their own work and through the works and thoughts of professional photographers. Camera (35mm) with adjustable focus, variable aperture settings, manually operable multiple shutter speeds, and "normal" or medium-short focus lens required. Students must purchase own supplies. See ART 315.

COM 333 Communicating through Internet (2 Hrs.)

Designed to introduce undergraduate students to the technology and methods of communicating through this developing medium. The course will emphasize the communication, content, and impact aspects of the developing Information Superhighway. Special focus will be given to conducting study and research through the Internet.

COM 344 Radio Production (4 Hrs.)

Introduction to theory and techniques used in radio broadcasting. Students study techniques of recording, editing, microphone placement, and

announcing. Media theory is applied in various production assignments. Audio techniques learned are applicable to the audio process used in video production.

COM 352 Basic Video Production (4 Hrs.)

Theory, techniques, and equipment used in video production with emphasis on methods of camera operation and directing techniques through regular production assignments. See ART 372.

COM 403 Feature Article (4 Hrs.)

Examination and utilization of feature writing techniques. Weekly feature article assignments. Publication encouraged but not required.

COM 405 Editing (4 Hrs.)

Examination of the editing process as it relates to newspapers, magazines, public relations work, and other publications. Study of journalistic style, grammar review, concise writing, legal and ethical issues of editing, and design fundamentals.

COM 406 Photography II (4 Hrs.)

Extension, development, and continuation of studies in black-and-white photography. Students should be increasingly able to generate their own ideas about the medium and work toward the production of a personal body of work. Expanded film and print manipulations, including solarization, sandwiched images, collage, and hand coloring. Prerequisite: COM 315. Students must purchase own supplies. See ART 406.

COM 436 Publication Design (4 Hrs.)

Basic skills and elements of publication design. Emphasis on aesthetic development. Helpful to those who wish to design and publish posters, brochures, and other printed matter. Introduction to computer graphics. Students must purchase own supplies. See ART 436.

COM 437 Advanced Publication Design (4 Hrs.)

Emphasis on developing skills for publication design. Advanced projects designing containers, posters, and catalogs. Students have the opportunity to work on campus or community design projects. Prerequisite: COM 436. See ART 437.

COM 438 Graphic Design (4 Hrs.)

Opportunity to create new and traditional techniques in the design and production of printed material. Course includes hands-on laboratory experience in screen printing, offset lithography, high contrast photography, line conversions, posterization, and computer graphics. Prerequisite: COM 436 or permission of instructor. See ART 438.

COM 442 Broadcast Programming (4 Hrs.)

Theories and techniques of programming strategies used for radio, television, and cable. Topics

include program formats, network lineups, independent station positioning, methods of audience research, and evaluating ratings and shares.

COM 443 Media Ethics (4 Hrs.)

Examines media ethics and responsibilities from standpoint of producers, critics, and users. Includes the philosophical roots of logic and ethics. Issues of privacy, confidentiality, conflict of interest, stereotyping, censorship, corporate responsibility, and new technologies will be discussed in case studies. Through debate and projects, students will develop skills in analyzing ethical issues on social, professional, and personal levels, problem solving, and media criticism.

COM 444 Media Writers' Roundtable (4 Hrs.)

Theory and practice of advanced non-fiction writing for the media, including news, features, commentary, and analysis. Explores media markets, legal and business concerns, and ethical issues for staff and freelance writers. Prerequisite: COM 312 or COM 403 or equivalent, or WPI.

COM 446 Broadcast Management and Regulation (4 Hrs.)

Basics of broadcast management pertaining to operations, personnel, advertising, sales, and promotions. The Federal Communications Commission is studied in regard to its rules, regulations, and policies.

COM 447 Media Criticism (4 Hrs.)

Focus on qualitative analysis of mass media artifacts. Various practical and theoretical frameworks for such analysis will be examined and discussed, including myth and genre analysis, Marxist and feminist criticism as well as semiotic analysis of mass media products. Part of the class time is devoted to viewing and analysis of various films and television programs to help reinforce methodological and theoretical readings and discussions.

COM 448 Advertising (4 Hrs.)

Theoretical and creative processes in media advertising. Students receive basic orientation not only to economic aspects of advertising but also to creative processes. Students develop advertising campaigns within the context of the advertising environment.

COM 451 Mass Media Systems: Practicum (1-4 Hrs.)

Credit is available under this title only through the Credit for Prior Learning program. Students with substantial work or life experience in areas covered by a course or a combination of courses listed in this Mass Media Systems section may apply for credit by documenting their relevant theoretical and practical learning under the guidance of CPL faculty. Interested students should consult with a faculty member in communication.

COM 453 Video Field Production (4 Hrs.)

The development of technical skills as artistic tools through an examination of visualization and sequencing theory. Remote production and editing techniques are explored in actual production situations, along with analysis of the creative processes of videography and lighting. Prerequisite: COM 352. See ART 473.

COM 454 Documentary Production (4 Hrs.)

Aesthetic and creative elements of video production are studied through the history and impact of film and video documentaries. Students will produce their own documentary programs. Prerequisite: COM 352. See ART 474.

COM 455 Multimedia Production and Electronic Imaging (4 Hrs.)

In-depth exploration of production methodologies and techniques for multimedia. Topics include development processes, authoring and interactivity, digital video, animation, imaging tools, sound tools, hardware, cross platform development, and electronic imaging. The main purpose of this course is to familiarize the student with the tools and techniques of this emerging industry and to assist with the development of critical thinking and creative skills. See ART 475.

COM 456 Advanced Video Production (4 Hrs.)

An opportunity for the student to show the culmination of his/her skills and thought processes through the development of a major video project. The student will combine the theoretical, technical, and creative aspects of video production on an individual basis and provide an analysis of the methods and techniques used. Prerequisite: COM 453 and permission of instructor. See ART 476.

COM 457 Scripting, Producing, Directing (4 Hrs.)

Study of the theoretical and practical aspects of the research, design, and structure of film and video programs. Topics include fiction and non-fiction, research, structure, formats, writing narration and dialogue, visualization, staging, and interviewing.

COM 509 Internet for Educators (4 Hrs.)

Introduction to the Internet as a communication and research/reference tool for educators. The class will cover an introduction to the network, essential terms and technologies, issues and policies, key reference sites, and development of individual home pages on the World Wide Web. Although a text will be used for HTML reference, most of the material for the course will be found on the Internet itself. **Note:** This class is not a graduate seminar.

COM 532 Social and Cultural Effects of Mass Media (4 Hrs.)

Provides an overview of social scientific and critical theories regarding the effects of mass media on society. Examines the ways in which these theories develop from particular social and historical contexts and how they reflect ideas and debates about media, politics, and culture. Readings will include key texts regarding media effects, including propaganda and voting studies, the work of the Frankfurt and Birmingham schools, as well as uses and gratifications and interpretive theory. Students will discuss these theories in several short analysis papers and present their findings to the seminar.

COM 535 Narrative in Fiction and Film (4 Hrs.)

Features common to stories (structure, theme, point of view, character) studied from the perspective of semiotics. Examples drawn from contemporary fiction, history, film, and television, as well as traditional oral culture (myth, religion, folk tale).

COM 541 New Technologies in Electronic Media (4 Hrs.)

Seminar on new and emerging technologies and systems in electronic media: hardware, software, and societal impact.

COM 543 Media Aesthetics (4 Hrs.)

A seminar in the basic aesthetic elements and

principles of sight, sound, and motion in film/video and their uses for effective communication.

COM 545 Interactive/Multimedia Technologies (4 Hrs.)

An in-depth study of current and emerging technologies used to provide training and enhance education. Topics include the theories, design concepts, and applications of such technologies as non-linear video, computer graphics and presentations, and interactive video. Prerequisite: COM 455.

COM 555 Women and Media (4 Hrs.)

Seminar exploring the role of women in the media today. Examines women as participants in the media business and as subjects of the media and the impact of both on society.

Individualized Study**COM 499 Tutorial (1-4 Hrs.)**

Specialized instruction; students may arrange for special courses on otherwise unavailable topics, subject to availability.

COM 599 Tutorial (1-4 Hrs.)

Specialized instruction; graduate students may arrange for special courses on otherwise unavailable topics, subject to availability.

Computer Science

B.S. / M.S.

Faculty – Scott Grissom, Mauricio Hernandez, Keith Miller, Ted Mims

Associated Faculty – Burks Oakley II

The Bachelor's Degree

The bachelor of science degree is designed to provide the graduate with a strong foundation in computer science and related disciplines. The degree provides students with experience in mastering problem-solving skills relevant to business, scientific, and public issues.

Graduates of the program have been successful in earning advanced degrees and in pursuing careers in research and application-oriented positions in business, industry, government, and education. The diversity of course offerings and rigorous degree requirements ensure that graduates acquire knowledge necessary to shape their career goals.

Facilities

Students have access to an outstanding variety of computing systems including a Sun SPARC 20 fileserver, additional UNIX-based computers, Silicon Graphics color workstations, transputers for parallel processing, PC and Macintosh microcomputers, and a hands-on network configuration laboratory. Computer laboratories are open evenings and weekends and some systems are available 24 hours a day through dial-up access.

Advising

Before registering for the first time, the student should discuss an appropriate course of study with a member of the faculty. After classes begin, students are urged to choose a permanent adviser as soon as possible.

Assessment

The computer science program assesses all students for communication skills

and for knowledge of computer science. Assessment is intended to help students in their academic planning and their development as computer scientists. Assessment begins when students enter UIS and continues throughout their course of study. It includes an entrance exam, a portfolio (including computer programs, reports, and other assignments), and an exit exam.

The process begins in CSC 300 Entrance Assessment, which should be taken the first semester of enrollment as a computer science major. The entrance assessment is an exam of the core areas of computer science. During this course, students begin a portfolio to which selected assignments will be added from each of the core computer science courses. The process concludes in CSC 301 Exit Assessment, which should be taken the final semester before graduation. Exit assessment helps students assess their progress and helps the program revise the curriculum.

Applied Study

The computer science program's applied study term is an excellent opportunity for students to gain practical experience. Placements have included state agencies, insurance companies, the SIU School of Medicine, computer companies, and many other locations throughout central Illinois.

Entrance Requirements

Formal application to the program is required for admission. Enrollment in CSC 300 Entrance Assessment is required during the first semester. Program entrance requirements include two semesters of programming experience in

a high-level language (i.e., Pascal, C, C++, Java). CSC 325 and CSC 375 may be taken at UIS to satisfy this requirement. A strong mathematical background is expected; entrance requirements also include two semesters of calculus as well as discrete math and statistics. MAT 302, MAT 315, MAT 316, and MAT 323 may be taken at UIS to satisfy these requirements and may be counted toward the degree as general electives.

UIS Requirements

Students must complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. This must include at least four hours in each of at least two of these areas.

Degree Requirements

The core curriculum provides a strong foundation in computer science. CSC electives are chosen in consultation with the student's adviser to ensure depth of knowledge in topics of particular interest to the student. There are no restrictions for general electives. CSC courses must be taken for a letter grade.

Core Requirements

CSC 300 Entrance Assessment	0 Hrs.
CSC 301 Exit Assessment	0 Hrs.
CSC 376 Computer Organization	4 Hrs.
CSC 385 Data Structures and Algorithms	4 Hrs.
CSC 387 Foundations of Computer Science	4 Hrs.
CSC 473 Programming Languages	4 Hrs.
CSC 474 Introduction to Operating Systems	4 Hrs.
CSC 478 Software Engineering Capstone	4 Hrs.
Total core	24 Hrs.

Other Requirements

CSC Electives	12 Hrs.
General Electives	12 Hrs.
Total Other	24 Hrs.

UIS Requirements

Total	60 Hrs.
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Communication Skills

Computer science students satisfy the campus communication skills requirement by completing CSC 300 Entrance Assessment. This course should be taken during the student's first semester at UIS.

Computer Science Minor

A minor in computer science is designed for students who wish to develop a working knowledge of the computer. It is useful for students with virtually any academic major, including accountancy, business administration, clinical laboratory science, economics, health services administration, management, nursing, teacher education, and others. A working knowledge of computers allows people to apply computer techniques in their careers and to introduce effective, computer-based methods.

The minor provides a foundation in computer science for non-majors. Appropriate CSC electives are chosen in consultation with a CSC adviser. CSC courses must be taken for a letter grade.

Requirements

MAT 302 Discrete Mathematics	4 Hrs.
CSC 325 Computer Science I	4 Hrs.
CSC 375 Computer Science II	4 Hrs.
CSC Electives	12 Hrs.
Total	24 Hrs.

The Master's Degree

The master's degree in computer science is oriented toward software and is most appropriate for candidates interested in the design, analysis, and implementation of software systems.

Entrance Requirements

Applicants must submit a Graduate Record Exam (GRE) score and a complete set of official undergraduate transcripts signifying graduation from an accredited university. For full admission, a minimum undergraduate grade-point average of 2.70 on a 4.00 scale is required; students who take the TOEFL exam must achieve a score of 550 or higher. Applicants who do

not meet all entrance requirements may be granted conditional admission. This allows a student to complete 12 hours toward the degree. Grades of B- or better must be earned in all courses taken while on conditional admission. Full admission is required before the student can continue beyond 12 hours in the CSC curriculum. Some entrance requirements may be waived for students who can provide evidence of advanced career experience.

Prerequisites

Applicants are expected to have completed a program of study similar to that required for a bachelor's degree in computer science. Candidates lacking proper undergraduate background must demonstrate competency by obtaining a minimum grade-point average of 2.70 in specified prerequisite courses. Prerequisite courses may be taken at UIS or equivalent courses may be taken elsewhere. These courses will not count toward the graduate degree and must be completed before full admission is granted.

Prerequisite Curriculum

(for students without a computer science degree)

MAT 302 Discrete Mathematics

MAT 315 Mathematical Analysis I
(calculus I)

MAT 323 Probability and
Statistics for Computer Science

CSC 325 Computer Science I

CSC 375 Computer Science II

CSC 376 Computer Organization

CSC 385 Data Structures and Algorithms

CSC 473 Programming Languages

CSC 474 Introduction to Operating
Systems

Degree Requirements

Students must complete 32 hours of approved courses; no more than 12 hours may be taken before the student is fully admitted to the program. Course work must include: (1) 24 hours of CSC electives approved by the student's adviser, 12 hours must be at the 500-level; (2) 4 hours

of CSC 550 Master's Project/Thesis; and (3) 4 hours from approved public affairs courses (ADP 460 Graduate Public Service Internship Seminar is appropriate).

Closure Requirements

Computer science graduate students must complete a comprehensive closure exercise to demonstrate the ability to formulate, investigate, and analyze a problem and to report results in writing and orally. The exercise is classified as either a graduate project or a master's thesis. Both options require significant work. A thesis is an extensive research essay on an approved computer science topic, original in either its content or mode of integration. A project is an applied study that combines an approved computer science topic with actual problems or issues in a professional setting. Completing the closure exercise demonstrates a student's qualifications as a computer professional. Guidelines for completing the requirement are available from the CSC program and should be consulted before any work on the closure exercise is begun.

Students must enroll in four hours of the master's project/thesis course (CSC 550) for credit. If the work is not completed during the initial four hours, campus policy requires that students register to audit one hour of CSC 550 during each semester the work remains incomplete. Failure to maintain continuous enrollment will require retroactive registration for one credit hour per semester. If a formal leave of absence is approved by the program, continuous registration is not required.

Grading Policy

Students must earn a grade of B- or better in all courses that apply toward the degree. In addition, Students who do not maintain a 3.00 grade-point average will be placed on academic probation according to campus policy. Graduate students enrolled in 400-level courses should expect more stringent grading standards and/or additional assignments. Courses

taken on a credit/no credit basis will not count toward the degree.



Course Descriptions

CSC 300 Entrance Assessment (0 Hrs.)

Evaluation of computer science knowledge on entering the program. CSC 300 should be taken during the student's first semester of enrollment.

CSC 301 Exit Assessment (0 Hrs.)

Evaluation of computer science knowledge on graduation. Exit assessment helps students assess their progress and helps the program revise curriculum. CSC 301 should be taken during the student's final semester before graduation.

CSC 317 Software Packages (2 Hrs.)

A large part of the computing that is being done today is through general programs designed to handle a wide range of general problems rather than through programs designed to solve a specific problem. This course covers these general programs (software packages) from the viewpoint of the task to be performed and how a specific package can be used to accomplish the job. Examples are taken from spreadsheet, data base, and the Windows operating system. Considerable time in the computer lab is required.

CSC 318 Computer Literacy (4 Hrs.)

Introduction to computers for personal and professional use. A course of general interest, giving experience with personal computer software including word processing, spreadsheet, database, and electronic communication applications; information retrieval from the Internet; and fundamental computer literacy. Considerable time in computer lab is required.

CSC 319 Computer Programming (4 Hrs.)

An introduction to structured programming. Emphasis on control structures, simple data types including arrays, and creating simple Windows applications. Assigned problems require considerable time in the computer lab. For students who do not intend to major in computer science. Prerequisite: CSC 318 or equivalent computer experience with Windows applications.

CSC 325 Computer Science I (4 Hrs.)

Structured programming techniques. Emphasis on control structures, procedures, simple data types, and structured data types, including arrays, records, and files. Assigned problems require considerable time in the computer lab. For students with no prior programming experience.

CSC 375 Computer Science II (4 Hrs.)

Extensive experience using top down design principles to solve non-trivial problems. Emphasis on pointer variables, variant records, enumerated and set types. Implementation of lists, stacks, and queues. Introduction to recursive algorithms. Prerequisite: CSC 325.

CSC 376 Computer Organization (4 Hrs.)

An introduction to binary number systems, information representation, Boolean algebra, combinational logic, and sequential circuits; memories, registers and counters, register transfer languages, elementary computer architecture, instruction cycle, and addressing modes. Prerequisite: CSC 375 and MAT 302. MAT 302 may be taken concurrently.

CSC 385 Data Structures and Algorithms (4 Hrs.)

Object-oriented software design including sorting and searching algorithms. Implementation of trees, graphs, and other advanced data structures. Algorithm analysis of running times and storage requirements. Prerequisites: MAT 302 and CSC 375.

CSC 387 Foundations of Computer Science (4 Hrs.)

An overview of selected computer science topics: computers and society, software engineering, file structures, database structures, artificial intelligence, theory of computation, and human-computer interaction. Topics are selected to complement material in the core computer science curriculum. Prerequisite: CSC 375.

CSC 410 Current Topics for Professional Development (1-4 Hrs.)

Includes materials on current topics that are identified as being on the cutting-edge of computer science. Descriptions change according to topic. May be repeated, but particular topics must differ. See current course schedule for prerequisites. CSC majors need prior approval to apply this course to their degree requirements.

CSC 470 Topics in Computer Science (1-4 Hrs.)

Various topics; description changes according to topic offered. May be repeated for an indefinite number of hours, but particular topics must differ. See course schedule for prerequisites.

CSC 472 Introduction to Database Systems (4 Hrs.)

An examination of file organizations and file access methods. Studies various data models including relational, hierarchical, network, and object-oriented. Emphasis given to the relational data model. SQL, the data definition and manipulation language for relational databases, is described. Prerequisite: CSC 375.

CSC 473 Programming Languages (4 Hrs.)

Design principles and implementation of computer programming languages. Topics include syntax, data types, control structures, storage management, binding. Four programming language paradigms studied: imperative, object-oriented, functional, and logical. Languages studied might include: Pascal, C, C++, Smalltalk, Java, LISP, and Prolog. Prerequisite: CSC 375.

CSC 474 Introduction to Operating Systems (4 Hrs.)

Assemblers, macro processing, loaders, time sharing operating system, process control, I/O, primary memory allocation, and virtual memory. Prerequisites: CSC 375 and CSC 376.

CSC 476 Introduction to Microprocessors and Computer Architecture (4 Hrs.)

Analysis and synthesis of combinational and sequential circuits, counters, and decoders. Details of computer organization as applied to microcomputers. Time permitting: control unit design, microprogramming, I/O channels, and memory systems. Prerequisite: CSC 376.

CSC 478 Software Engineering Capstone (4 Hrs.)

Study of software life cycle with emphasis on design, documentation, and implementation. Team projects and technical communication skills are emphasized. Students should take this course within their last 12 hours of CSC coursework. Prerequisite: CSC 385.

CSC 479 Introduction to Artificial Intelligence (4 Hrs.)

Problem solving methods, data representation and list processing, state-space search strategies, game playing programs, knowledge representation, logic and theorem proving, question answering systems, and natural language processing. Prerequisite: CSC 375.

CSC 481 Introduction to Computer Graphics (4 Hrs.)

Basic concepts, display hardware and techniques, raster graphics, 3-D graphics, and processing of pictorial information. Prerequisites: CSC 375.

CSC 483 Introduction to Computer Networks (4 Hrs.)

Network architectures, the ISO reference model, network design, terminal handling, virtual circuits, datagrams, protocols, routing algorithms, and local area networks. Prerequisite: CSC 376.

CSC 484 Introduction to Parallel Processing (4 Hrs.)

Familiarizes students with the broad field of parallel computing and parallel algorithms; at the same time, it gives hands-on experience with computing on a particular parallel architecture.

Result, agenda, and specialist parallel programming paradigms will be explored. The languages C, FORTRAN, Linda, and OCCAM will be used. The primary hardware architecture for the course will be a network of transputers. Prerequisite: CSC 376.

CSC 485 Object-Oriented Design (4 Hrs.)

Study of object-oriented design and programming to solve problems. Topics include classes, inheritance, polymorphism, design notations, development environments, and a survey of languages. Programming languages may include C++, Java, and Smalltalk. Prerequisite: CSC 385.

CSC 550 Master's Project/Thesis (4 Hrs./1 Hr.)

An individual study to demonstrate the ability to formulate, investigate, and analyze a problem and to report results. Written report and oral presentation are required. Guidelines for completing this requirement are available from the CSC program and must be consulted before any work is begun. May be repeated but only four hours will count toward the degree. Prerequisite: Approval of the project/thesis supervisor. **Note:** If the project/thesis is not completed during the initial four-hour enrollment, students must register for one hour on an audit basis in all subsequent semesters until the project/thesis is completed.

CSC 570 Advanced Topics in Computer Science (4 Hrs.)

Topics vary. May be repeated for an indefinite number of hours, but particular topics must differ. See course schedule for prerequisites.

CSC 572 Advanced Database Concepts (4 Hrs.)

Study of the implementation of relational database management systems. Topics include: database design, algorithms, query implementation, execution and optimization, transaction processing, concurrency control, recovery, distributed query processing, and database security. One of the following advanced database topics will also be discussed: deductive databases, parallel databases, knowledge discovery/data mining, data warehousing. Prerequisite: CSC 472.

CSC 574 Operating Systems (4 Hrs.)

Concurrency, mutual exclusion, process cooperation, semaphores, conditional critical regions, deadlock, scheduling, operating system structures, protection system models, virtual machine concept, and system design issues. Prerequisite: CSC 474.

CSC 577 Software Testing and Reliability (4 Hrs.)

Advanced and classic models of testing software are reviewed and critiqued. Current practice and novel theories of reliability are studied, using primary computer science research literature. Some automated testing tools will be used. Prerequisite: CSC 478.

CSC 578 Software Engineering (4 Hrs.)

Problem analysis, system requirements specification, system design, testing methodologies, quality assurance, software maintenance, and automated documentation systems. Team project involving the analysis and creation of a design specification for and formal presentation of a significant software project. Prerequisite: CSC 478.

CSC 581 Computer Graphics (4 Hrs.)

Lighting models, ray tracing, radiosity, texture mapping, and other advanced rendering techniques for creating highly realistic images of three-dimensional scenes. Contemporary and classic articles from the computer graphics literature are studied. Prerequisite: CSC 481.

CSC 582 Design and Evaluation of User Interfaces (4 Hrs.)

Structured approach for designing graphical user interfaces that are easy to use. Empirical evaluation techniques are used to verify that the software is easy to use. Prerequisite: CSC 385.

CSC 583 Network Programming (4 Hrs.)

A historical and technical study of network programming. Emphasis is placed on various network protocols and on the TCP/IP protocol in particular. Assignments involve writing client/server code for Unix in the C programming language. Prerequisite: A working knowledge of Unix and the ability to program in C.

English

B.A. / M.A.

Faculty — Razak Dahmane, Judith Everson, Jacqueline Jackson, Marcellus Leonard, Ethan Lewis, Maria Mootry, Karen Moranski, Charles Schweighauser

Associated Faculty — Larry Shiner, Annette Van Dyke

Adjunct Faculty — Barbara Burkhardt

Degree candidates in the English program may develop one of several areas of specialization, pursuing a conventional degree in English or American literature, or designing a personalized and less traditional course of study. Some students may wish to select courses especially helpful to classroom teachers, for example, while those interested in careers in writing and editing may take writing courses offered by English and other UIS programs. Courses in expository writing, journalism, feature writing, and creative writing (novel, poetry, short story) are offered regularly, along with classes on layout and publication design. Students who focus on writing and editing may also wish to take basic courses in other programs in order to study current issues and problems in fields that generate publications of various kinds (e.g., environmental studies, political studies, and economics). Students interested in teaching English at the secondary level may seek Illinois state teacher certification; information on requirements for this certificate can be obtained from the teacher education faculty.

The Bachelor's Degree

Entrance Requirements

The B.A. program is open to any student who qualifies for admission to UIS.

Advising

Because the English program offers a wide range of courses with relative freedom from requirements and prerequisites, undergraduate majors are encour-

aged to select program advisers as soon as possible. Advisers assist students in developing appropriate and individualized courses of study; for this reason, if an adviser is not chosen, one will be assigned. Students should consult with advisers regularly and especially before enrolling for their last semester of study.

UIS Requirements

Students must complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

Program Requirements

Undergraduates must complete 36 semester hours of English courses. ENG 311 Literary Study and Research and ENG 489 Capstone to Literary Study are required of all undergraduate majors, and both will be offered each fall and spring semester. Students should take ENG 311 as soon as possible, and they should take ENG 489 late in their course of study, since both include elements of the program's assessment procedures. (Students should consult with their advisers about these procedures.) While juniors are normally expected to enroll in courses at the 300- or 400-level, seniors may petition individual instructors for admission into select 500-level English courses.

In addition to satisfying general UIS requirements for the B.A. degree, candidates in English are expected to develop research, writing, analytical, and interpre-

tive skills. All English courses provide opportunities for acquiring and refining these skills. Students judged deficient in written communication skills will be required to complete certain designated writing courses, such as ENG 375 Expository Writing. Completion of ENG 311 satisfies the campus' communication skills requirement. Transfer credit is evaluated on a case-by-case basis through the student petition process.

Program Requirements

ENG 311 Literary Study and Research	4 Hrs.
ENG 489 Capstone to Literary Study	4 Hrs.
At least one course in English literature	4 Hrs.
At least one course in American literature	4 Hrs.
At least one ENG course ending in 50-89 (writing and other courses)	4 Hrs.
ENG electives	<u>16 Hrs.</u>
<i>Total ENG hours</i>	<i>36 Hrs.</i>
UIS Requirements	12 Hrs.
General Electives (eight hours of which must be in areas distinctly outside English)	<u>12 Hrs.</u>
<i>Total</i>	<i>60 Hrs.</i>

Applied Study

In consultation with their advisers, English majors may select from a variety of challenging applied study term (AST) experiences. Students who wish to become English teachers at the elementary, middle-school, or secondary level should enroll in the teacher education sequence and take student teaching as an AST. Students interested in writing and editing careers may work with local agencies and publications and gain firsthand experience with various phases of production. Students who wish to engage in an extended creative writing project may offer evidence of such writing in satisfaction of AST requirements. Students may also prepare for positions in literary site preservation at such locations as the

Vachel Lindsay home in Springfield and the Edgar Lee Masters home in Petersburg. Students who choose to work as librarians upon graduation may design AST experiences at an area library.

English Minor

To earn a minor in English, students must complete the core course, ENG 311 Literary Study and Research.

Three four-hour courses related to specific areas of the curriculum are also required: one English literature course, one American literature course, and one writing and/or other course ending in 50-89. Students should consult an English faculty member for advice in designing and meeting the requirements of this minor.

The Master's Degree

Entrance Requirements

Students with baccalaureate degrees in English from accredited colleges or universities may be accepted into the M.A. program after an examination of their applications by the English Graduate Admissions Committee. If the committee requires further evidence of competency, the student may be admitted on a probationary basis, after an interview with the committee and successful completion of additional graduate-level course work or other stipulated requirements.

Applicants with undergraduate degrees in fields other than English must take additional course work - generally the equivalent of the English minor - before matriculation at the graduate level and gain the endorsement of at least two full-time faculty who taught the completed courses. Those faculty members report their estimates of the student's potential for success in the program, and the graduate committee then makes a decision regarding matriculation into the English program.

All applications for admission into the English M.A. program should include a

specific letter of application, complete transcripts, GRE scores in the general examinations, a sample of analytical writing, and two relevant letters of recommendation. The graduate committee will make decisions after application files are complete and notify applicants of their status as soon as possible. Further information about admission requirements can be obtained by writing or calling the English program.

Advising

Because the English program offers a wide range of courses, the graduate major is encouraged to select an adviser as soon as possible. Chosen from among program faculty, advisers assist students in developing appropriate and individualized courses of study. If an adviser is not chosen, one will be assigned. All students should consult their advisers before enrolling for their last semester of study.

Grading Policy

Courses in which English students have earned a grade of C+ or below are not accepted toward the M.A. degree in English.

Course Numbering

Graduate students should complete at least 20 hours in colloquia, seminars, or thesis at the 500-level in the English program. In addition, graduate students taking 400-level courses are required to do extra work, such as a critical paper, oral report, or additional reading in primary and secondary sources.

Communication Skills

Completion of ENG 572 Graduate Colloquium satisfies UIS communication skills requirements. In exceptional cases where the program committee waives ENG 572, students must make alternate arrangements with the program committee to fulfill the communication skills requirement.

Program Requirements

ENG 572 Graduate Colloquium	4 Hrs.
ENG electives (see below; at least 16 hours must be at the 500-level in colloquia, seminars, or thesis)	32-48 Hrs.
Public Affairs Colloquium	4 Hrs.
Total	40-56 Hrs.

Students should work closely with their advisers to ensure that graduate course work does not duplicate undergraduate work. All M.A. candidates are required to take ENG 572 Graduate Colloquium and should do so as early as possible in their academic careers. The colloquium, offered each fall (and spring, as needed), introduces the master's candidate to graduate study in English, basic literary concepts and terminology, and critical theories and practices. ENG 572 may be waived only by a majority vote of the program committee.

All M.A. candidates in English must complete at least five 500-level courses (colloquia, seminars, or thesis), including ENG 572. In addition, students must take: (1) at least one course that covers a major literary period in English or American literature; (2) at least one course that focuses on a major literary figure; and (3) at least one course that deals with a major literary type (such as the novel, short story, poetry, drama). These distribution requirements can be met at the 400 or 500 level.

At the time of admission to the program, graduate students are notified of the number of English electives (32-48 hours) they must take. The range reflects the heterogeneous undergraduate preparation of incoming students and allows the graduate committee to require compensatory course work where deficiencies exist.

Master's Closure

As a closure requirement, students may write a traditional master's thesis that must be approved by their graduate committee. In lieu of the thesis, students may

choose to refine an extended paper submitted in conjunction with a 500-level course. The student must gain approval for this revision from the individuals who will read and approve the final product: his or her adviser, the instructor of the course for which the paper was written or a second program reader, and the outside member of the closure committee. Creative writing students may substitute original work, again with the approval of the individuals listed.

All non-thesis students must also complete the closure examination, a three-to-four-hour examination written by the student's adviser and covering two important literary works – one a long work previously covered in an English course taken by the student and taught by the adviser; the other a short work not taught in the program recently but within the adviser's expertise. The two texts should reflect different genres. Students should contact their advisers to schedule the test, which must be completed using only the two texts and a dictionary.

Students who have completed their course work for the M.A. but not their closure requirements **must** enroll to audit ENG 590 Individual Project for one hour during each semester that such work continues. Enrollment in ENG 590 will ensure students' library privileges and access to their advisers while they complete their work.



Course Descriptions

ENG 311 Literary Study and Research (4 Hrs.)

For undergraduate majors early in their study. Introduction to basic bibliographic tools and critical perspectives on the study of literature and the major issues and controversies in the profession. Student portfolios and other means of assessment will be explained and initiated. ENG 311 constitutes the English program's assessment in the major at the entry level.

ENG 375 Expository Writing (4 Hrs.)

Individualized instruction in writing nonfiction. Satisfies UIS communication skills requirement for several academic programs.

ENG 400 The Shakespeare Project (4 Hrs.)

Examination of six plays and related sonnets, with close attention to Shakespeare's language, facets of performance, and his insights into human nature. Play selection varies from semester to semester. Students may earn credit in several sections of ENG 400, but course content must vary.

ENG 401 Chaucer (4 Hrs.)

Texts may include *The Canterbury Tales* and *Troilus and Criseyde*, as well as other works. Course involves instruction in learning to read Middle English.

ENG 402 Milton (4 Hrs.)

Close reading of Milton's works, using *Paradise Lost* as the centerpiece around which his prose and other poems can be understood. Also addresses literary style and Milton's political career.

ENG 403 Arthurian Literature (4 Hrs.)

Explores the legends and literature surrounding King Arthur. Texts may include both medieval and modern adaptations.

ENG 409 17th-Century English Literature (4 Hrs.)

Prose and poetry of England in the 1600s, including Donne, Bacon, Milton, Bunyan, and Dryden.

ENG 410 Major Figures in English Literature: 1700 to 1900 (4 Hrs.)

Intensive study of the work of one or two of the following authors: Swift, Johnson, Blake, Wordsworth, Coleridge, Byron, Shelley, C. Bronte, Dickens, Eliot, Trollope. Students may earn credit in several sections of 410, but they must study different figures in each section.

ENG 411 The English Novel from Defoe to Austen (4 Hrs.)

Major novelists of the 18th and early 19th centuries, including Defoe, Richardson, Fielding, Burney, Sterne, Smollett, and Austen.

ENG 413 The English Romantics (4 Hrs.)

Major figures from the English Romantic period (1789-1832), including Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats.

ENG 414 Poetry and Prose of the Victorian Age (4 Hrs.)

Major poets and prose writers of 19th-century England, including Carlyle, Tennyson, the Brownings, Arnold, Mill, the Rossetis, Swinburne, and Hopkins.

ENG 415 The English Novel from Dickens to Hardy (4 Hrs.)

Major novelists of 19th-century England, including Dickens, Thackeray, Eliot, Mrs. Gaskell, the Brontes, Trollope, and Hardy.

ENG 420 Major Figures in English Literature since 1900 (4 Hrs.)

Major authors such as Conrad, Woolf, Lawrence, and Joyce. Students may earn credit in several sections of 420, but they must study different figures in each section.

ENG 421 Modern British Literature (4 Hrs.)

English literature from the end of the 19th century to 1950, including Shaw, Waugh, Golding, Bowen, Lawrence, Joyce, Auden, and Greene.

ENG 422 Contemporary British Literature (4 Hrs.)

English literature from 1950 to present, including Amis, Thomas, Beckett, Murdoch, Fowles, Lodge, Carter, and McEwan.

ENG 430 Six Contemporary Poets (4 Hrs.)

Close readings of the works of six British and American poets, the selection varying each semester. Groupings correspond to Modernists, forerunners of the Moderns, and complementary sets of contemporary artists. Students may earn credit in several sections of 430, but they must study different figures in each section.

ENG 435 American Renaissance (4 Hrs.)

American literature from 1835 to about 1870, including works by such authors as Emerson, Thoreau, Hawthorne, Melville, Poe, Whitman, and Dickinson.

ENG 436 The American Novel, 1865-1915 (4 Hrs.)

Novels by such writers as Chopin, Dreiser, James, Twain, and Wharton.

ENG 438 African-American Literature (4 Hrs.)

An examination of the African-American literary heritage, from slave narratives through writers like DuBois, Wright, Baldwin, Hughes, Brooks, and Morrison. See AAS 429.

ENG 440 Major Figures in American Literature since 1900 (4 Hrs.)

Major authors such as Frost, Hemingway, and Faulkner. Students may earn credit in several sections of 440, but they must study different figures in each section.

ENG 441 Literature Between the Wars (4 Hrs.)

Fiction of major American writers from 1919 to 1939, such as Anderson, Cather, Wolfe, Fitzgerald, Hemingway, Steinbeck, Dos Passos, and Faulkner.

ENG 442 Modern American Novel (4 Hrs.)

Major post-war novelists, including Bellow, Ellison, Malamud, Morrison, and Vonnegut.

ENG 445 The Midwestern Novel (4 Hrs.)

Selected novels that illuminate rural, town, and

urban experience in the Midwest, including works by Cather, Lewis, Anderson, Farrell, and Bellow.

ENG 450 Literatures of the Third World (4 Hrs.)

Third World writers exploring the ordeals of colonialism or the challenges of post-colonialism. Western writers assessing the colonial legacy in terms of divided consciousnesses of Western or non-Western protagonists in post-colonial countries. Naipaul, Achebe, Scott, Ngugi Wa Thiong'o, Rushdie, Soyinka, Conrad, Desai, Djabvala, Haggard, Gordimer, Greene, Kipling, Mukherjee, and Narayan. Students may earn credit in several sections of 450, but the focus of each section must be distinct.

ENG 455 Literature and the Bible (4 Hrs.)

Biblical literature and its influence on English and American writers.

ENG 459 Greek Mythology (4 Hrs.)

Classical authors such as Homer, Hesiod, Pindar, Aeschylus, Sophocles, and Euripides. Particular emphasis on their influence on later writers.

ENG 460 Themes in Literature (4 Hrs.)

How literary works express such themes as the American dream, futurism, industrialism, minority experiences, women's roles, and nature writing. Students may earn credit in several sections of 460, but they must study different themes in each section.

ENG 461 Major Women Writers (4 Hrs.)

Novels by such major female authors as Austen, the Brontës, Eliot, Woolf, Lessing, Wharton, Cather, and Morrison. See WMS 461.

ENG 465 History of the English Language (4 Hrs.)

Development of the sounds, vocabulary, and structure of English from earliest time to the present. Special attention given to American English.

ENG 470 Creative Writing (4 Hrs.)

Instruction in writing original poetry, novels, and short stories. Students may earn credit in several sections of 470, but the focus of each section must be distinct.

ENG 471 Perceptual Writing (4 Hrs.)

Creative writing to increase personal awareness of worlds within and without and to stimulate expression of this awareness in words. A central concern is what encourages creativity, making the course valuable for those who live or work with children.

ENG 475 Writing Essays and Reviews (4 Hrs.)

Practice in writing essays; articles; book, film, and art reviews; and informal self-portraits, using cur-

rent periodicals and magazines as models and guides.

ENG 476 Storytelling (4 Hrs.)
Development, presentation, and critiques of oral narratives in a workshop setting. Some emphasis on classroom applications of storytelling techniques.

ENG 480 Literary Genres (4 Hrs.)
Genres such as science fiction, mystery, the Gothic novel, literary biography, film, drama, lyric poetry, and the long poem are examined. Students may earn credit in several sections of 480, but they must study a different genre in each section.

ENG 481 Fantasy (4 Hrs.)
Reality and fantasy in such authors as Carroll, MacDonald, Lewis, Tolkien, Williams, and LeGuin.

ENG 483 Women and the Mystery Novel (4 Hrs.)
Special emphasis on women writers, including Sayers, Christie, Marsh, Cross, and James. See WMS 483.

ENG 485 Classics of Children's Literature (4 Hrs.)
Books children read from times when there was no "children's literature," up to modern books written with children in mind. Encompasses both literature and a social history of children and the family. See SWK 485.

ENG 489 Capstone to Literary Study (4 Hrs.)
Required of undergraduate majors late in their course of study. Assessment portfolios and other assignments will be completed and evaluated. Students will reflect on professional issues and their own experiences and plans within the profession. ENG 489 constitutes the program's assessment in the major at the exit level. Prerequisite: ENG 311.

ENG 500 Seminar: Major Figures in English Literature to 1700 (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in more than one section of 500 but they must study different figures in each section.

ENG 510 Seminar: Major Figures in English Literature: 1700-1900 (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in more than one section of 510, but they must study different figures in each section.

ENG 520 Seminar: Major Figures in English Literature since 1900 (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in

more than one section of 520, but they must study different figures in each section.

ENG 540 Seminar: Major Figures in American Literature (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in more than one section of 540, but they must study different figures in each section.

ENG 555 Literary Theory and Criticism (4 Hrs.)
An introduction to major approaches and concepts of literary theory and criticism from Plato to the present. Traces the history of critical theory from the Greeks to the 20th century. Covers various contemporary movements such as New Criticism, Psychoanalysis, Structuralism, Reader Response, Deconstruction, Feminism, New Historicism, and Postcolonialism.

ENG 570 Advanced Creative Writing (4 Hrs.)
Advanced instruction in writing original poetry, novels, and short stories. Students may earn credit in several sections of 570, but the focus of each section must be distinct.

ENG 572 Graduate Colloquium (4 Hrs.)
Introduction to graduate study in literature, basic literary concepts and terminology, and critical theories and practices.

ENG 580 Seminar: Literary Genres (4 Hrs.)
Genres such as creative nonfiction, mystery, comedy, science fiction, the Gothic novel, literary biography, film, drama, lyric poetry, and the long poem, with special emphasis on significant scholarly research. Students may earn credit in more than one section of 580, but they must study a different genre in each section.

ENG 589 Thesis (1-4 Hrs.)
Students who choose to write a graduate thesis may earn a maximum of four hours toward their degrees.

ENG 590 Individual Project (1 Hr.)
Required each semester of M.A. students who have completed their course work but not their closure requirements. Enrollment in ENG 590 ensures access to advisers and library privileges, so students can complete theses, extended papers, and exams.

The following courses are accepted for the program major. Normally, no more than two may apply to the English requirement.

COM511 Semiotics
COM535 Narrative in Fiction and Film

- ENS 477 Expressions of American
Naturalism
LES 456 Law and Literature

Students may petition the program,
through their advisers, to accept other

potentially applicable courses not listed
here toward their majors in English.

By emphasizing the link between the
past and the contemporary world, the de-
partment seeks to help students
understand themselves and the world in
which they live. The program encourages
students to develop a sense of their place
in the world and to develop a sense of
their responsibility to the world.

The Bachelor's Degree
The Bachelor's Degree is a four-year
program of study that prepares students
for a variety of careers and for further
study. The program is designed to pro-
vide students with a broad base of
knowledge and skills that are essential
for success in the workplace and in
the community. The program is de-
signed to be flexible and to allow stu-
dents to tailor their studies to their in-
terests and career goals.

Advising
Each student is assigned an advisor
to assist in planning an individual
program of study. The advisor is a
member of the faculty who is qualified
to advise students in the selection of
courses and in the development of a
program of study. The advisor is also
available to provide information about
the program and to assist students in
the completion of their degree require-
ments. The advisor is a key member of
the program and is essential to the
success of the program.

History B.A. / M.A.

Faculty – Cecilia Cornell, Durward Long, Deborah Kuhn McGregor, Robert K. McGregor, William Siles

Associated Faculty – Larry Shiner

Adjunct Faculty – John Daly, Edward J. Russo, Keith A. Sculle, Richard Taylor, Victoria Vincent, Thomas Wood

By emphasizing the link between the past and the contemporary world, the history program seeks to help students understand themselves and the times in which they live. The program encourages students to compare elements of their own culture with those of other cultures from other time periods. Students of history gain a sense of what is unique in, as well as generally characteristic of, individuals, groups, and national cultures in the present as well as the past.

The Bachelor's Degree

The baccalaureate program is organized for citizen-students who hope to place their world in historical perspective as a means of living rich and intelligent lives. Through understanding change as well as continuity in human institutions, students can grasp the forces shaping their present and future. Education in history at the University of Illinois at Springfield is broad-based humanistic training, providing students with research capabilities, analytical methods, and communication skills that are useful in many fields. The curriculum prepares students for careers in history, politics, government, law, journalism, writing, and administration. Through the applied study experience students are able to test career possibilities where the research and analytical skills of the historian are appropriate.

Advising

Each student is assigned a faculty adviser to assist in planning an individual

program of study responsive to the student's interests and goals and designed to meet the requirements of the history program.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

Program Requirements

Core Requirements

HIS 301 Roots of Contemporary History	4 Hrs.
HIS 303 Understanding U.S. History	4 Hrs.
Two non-U.S. history courses	8 Hrs.
Elective history courses	16 Hrs.

Electives 16 Hrs.

UIS Requirements 12 Hrs.

Total 60 Hrs.

Courses from other programs may count for history credit when they support the student's degree plan and are approved in advance.

Students must demonstrate the ability to analyze and interpret historical sources through submission and acceptance of a research paper. Students and their advisers will confer about the paper, which will be submitted to the assessment committee.

Learning Experiences

Learning experiences available to history majors include regular classroom courses; independent study and tutorials; and applied study internships at libraries, archives, historic sites, and other institutions, particularly in state government. The history curriculum includes period courses covering America from the colonial era to the present, thematic courses in such areas as imperialism and women's history, courses in European and Asian history, courses analyzing historic forces shaping the contemporary world, and courses in local and regional history.

History Minor

To earn a minor in history, students must complete a minimum of 16 semester hours of upper-division course work at the University of Illinois at Springfield. Transfer credit is evaluated on a case-by-case basis through the student petition process.

Core courses include HIS 301 Roots of Contemporary History and HIS 303 Understanding U.S. History. Students must complete at least one course in non-U.S. history and one other history elective. Students should consult with a history program faculty member in designing and meeting the requirements for a minor.

The Master's Degree

The master of arts in history emphasizes the field of public history, that is, the blending of academic and applied history with intent to broaden public awareness of the value of studying the past. The public history curriculum is designed to serve students with a variety of goals, including those who seek employment in historical agencies, museums, societies, or archives; those interested in becoming teachers; those pursuing careers with business, labor, or community organizations; and those desiring the intellectual stimulation of a challenging discipline. Public history embraces such skills and subjects as his-

torical editing, sponsored research, community history, historic preservation, oral history, and museum interpretation. Courses and field experiences in these areas are available. Through timely advising and careful course selection, the graduate student may pursue any of these avenues of interest. Whatever the objective, degree candidates should expect to acquire critical and analytical abilities and intellectual breadth appropriate to graduate-level study.

Entrance Requirements

Applicants for admission into the master's program in history must either: (1) have a baccalaureate degree with an undergraduate major in history, political science, economics, English, or sociology; OR (2) demonstrate sufficient undergraduate course work in the social sciences and/or the humanities to prepare for graduate-level study in history, or the equivalent in experience and achievement. Applicants who show deficient backgrounds in history courses may be required to take additional course work before they are admitted to the graduate program.

All applicants must submit a sample of their writing as described in the program application materials. Although it is not required, applicants may also submit one or more of the following: GRE scores, three letters of recommendation, a history research paper, or documentation of work experience in the field of history.

M.A. Requirements

Master's degree candidates in history must complete 44 semester hours distributed as follows:

The Public History Core

HIS 501 Graduate History Colloquium (satisfies the campus' communication skills requirement)	4 Hrs.
HIS 502 Public History Colloquium	4 Hrs.

HIS 510 Graduate Readings Seminar	4 Hrs.
HIS 570 Public History Internship and Project or	
HIS 580 Thesis	<u>8 Hrs.</u>
<i>Total Core</i>	<i>20 Hrs.</i>

Other Requirements

Public history courses emphasizing methods and applications (consult faculty adviser for details)	8-12 Hrs.
Other history courses emphasizing periods, regions, or themes in history	<u>8-12 Hrs.</u>
<i>Total Other</i>	<i>20 Hrs.</i>

UIS Requirements

Public Affairs Colloquia	<u>4 Hrs.</u>
<i>Total</i>	<i>44 Hrs.</i>

In accord with campus policy, students must complete the Illinois and U.S. constitution examination if not previously completed at the undergraduate level.

Advising

During the first semester of study, each student is assigned an initial faculty adviser who assists in defining career goals, selecting courses, and developing an education plan.

Closure Requirements

To attain a master's degree, the student must complete either a master's thesis or an internship and project. The thesis is a formal written presentation of historical research based on primary sources. The project derives from an internship served with a historical agency or other entity. Students must enroll for a total of eight hours' credit in the master's internship and project course (HIS 570) or the master's thesis course (HIS 580); however, these hours may be accrued in increments. Campus policy requires that students enroll for at least one hour of closure exercise credit each semester after they have begun their graduate closure

exercise until that exercise is completed. This means that those history students whose project or thesis is not completed by the end of eight semester hours in HIS 570 or HIS 580 must register to audit these courses for one credit hour, or additional courses, in all subsequent semesters until the project or thesis is completed.

The student begins the process by choosing from the history faculty a thesis or internship adviser, who may be different from the initial adviser. This graduate adviser, in consultation with the student, supervises formation of a graduate committee comprised of the adviser, a second member of the history faculty chosen by the student, a faculty member chosen by the dean of the College of Liberal Arts and Sciences, and, if desired, a student peer. The student must submit to this committee a written thesis/project prospectus, which must include: (a) statement of goal or objective, (b) description of the steps and/or content, (c) timeline for completion, (d) bibliography, and (e) (for students undertaking an internship and project) preview of the final project product. The project must be related to the work experience of the student's internship.

All members of the graduate committee must approve and sign off on the prospectus.

Master's Project or Thesis

The master's project or thesis requirement is designed to encourage students to use the rich resources available in the Springfield area, including the campus' own archives and the Illinois Regional Archival Depository collections. There are also primary and secondary sources available in the Illinois State Library, the State Archives, the State Museum, the State Historical Library, the Sangamon Valley Collection of Springfield's Lincoln Library, and several historic sites in the area.

Grading Policy

Students must earn a grade of B or better in all courses counting toward the master's degree. Students may petition

the program for exceptions to this policy. History majors may repeat program courses for grade improvement only once without seeking program approval.

Graduate Credit in 400-Level Courses

Graduate students enrolled in 400-level courses are expected to perform at a higher level than undergraduates and to complete extra work as defined by the instructor. Examples of such work include reading and reporting on material in addition to that required of undergraduate students; completing an annotated bibliography in the professional literature of the field; or meeting separately with the instructor to research a specified topic.



Course Descriptions

The Undergraduate Core

HIS 301 Roots of Contemporary History (4 Hrs.)
Introduction to historical study. Significant themes in contemporary history are defined and traced to their emergence in the past. Readings include monographs on specific topics and the Sunday New York Times. Completion satisfies the program's enabling skills requirement. This course may be used for Third World credit for teacher education students.

HIS 303 Understanding U.S. History (4 Hrs.)
Conceptual approach to U.S. past, developing themes of race (ethnicity), class, and gender. Emphasizes use of primary sources. Required for all undergraduate history majors.

The Graduate Core

HIS 501 Graduate History Colloquium (4 Hrs.)
Introduction to the graduate program that assists students in diagnosing skills, designing the education plan, learning research methods, utilizing various bibliographical resources, and examining professional conflicts among historians. Research project. Successful completion satisfies communication skills requirements.

HIS 502 Public History Colloquium (4 Hrs.)
Concepts of public history, including subject areas, techniques, and ethical issues. The application of historical knowledge and methods to the

administration, preservation, and interpretation of historical resources as well as historical analysis of public policy issues. Required for all master's candidates.

HIS 510 Graduate Readings Seminar (4 Hrs.)
Intensive readings in a defined topic area. Seminar format emphasizes group discussion of historical methods and ideas. (Offered each semester; student may take additional sections to earn content elective credit.)

HIS 570 Public History Internship and Project (1-8 Hrs.)
Supervised applied study in public history; used to develop a project to meet history M.A. requirements. Maximum of eight hours of history credit. **Note:** If the project is not completed by the time the initial eight hours of credit are accumulated, students must register for one credit hour on an audit basis until the project is completed.

HIS 580 Thesis (1-8 Hrs.)
Historical research for the required master's research essay. May be repeated for a maximum of eight credit hours. **Note:** If the thesis is not completed by the time the initial eight hours of credit are accumulated, students must register for one credit hour on an audit basis until the thesis is completed.

American History Electives

HIS 427 African-American History (4 Hrs.)
Focuses on the history of African Americans; traces chronology from the slave trade through codification of slavery and its 200-year history to the life of freed men and women. Includes Civil War, Reconstruction, Great Migration, Harlem Renaissance, and the civil rights movement. Central focus is on social history of human relations, including issues of gender, class, and race. See AAS 427.

HIS 431 Colonial America (4 Hrs.)
Survey of the establishment and development of England's North American colonies between 1585 and 1763. Emphasis primarily on land use, economic development, religions, and social history.

HIS 432 Revolutionary America (4 Hrs.)
Examines the social trends, economic rivalries, and political disputes that together created the American Revolution. Course begins with the Stamp Act Crisis of 1765 and follows the developments and conflicts through the presidential election of 1800.

HIS 433 United States, 1790-1840 (4 Hrs.)
Examines the first decades of the new republic, including early industrialization, settlement of the frontier, manifest destiny, the War of 1812, the cotton economy, and Jacksonianism.

HIS 434 United States, 1840-1890 (4 Hrs.)
Examines antebellum U.S. plus the Civil War and Reconstruction. Also explores cultural and social history, including Victorianism and the women's movement.

HIS 435 United States, 1890-1939 (4 Hrs.)
Examines the Industrial Revolution, emergence as a world power, progressivism, World War I, culture of the 1920s, the Great Depression, and the New Deal.

HIS 436 United States, 1939 to the Present (4 Hrs.)
Explores domestic and diplomatic issues from 1939 to the present, including World War II, the Cold War, McCarthyism, the protest movements of the 1960s and the conservative reaction of the 1970s, and the decline of American hegemony.

HIS 437 The Sixties (4 Hrs.)
Examines the decade's protest movements - civil rights, antiwar, women, students, counterculture, New Left - and explores the relationship of these movements to the liberalism of the previous era and the conservatism of the next generation.

HIS 438 American Environmental History (4 Hrs.)
Study of the American land that examines human attitudes toward both the wilderness and the quest for resources and the actual use and abuse of the natural world. Beginning with the 16th century, the course focuses on the conflicting advocacies of exploitation, preservation, and conservation. See ENS 418.

HIS 439 American Agricultural History (4 Hrs.)
Survey of the history of American agriculture from colonial times to the present. Topics include farm building and farming techniques, farm life, and the production of cash commodities. Attention will be paid to the impact of transportation, technology, education, science, and shifting population patterns on the farmer, the farm community, and American agriculture.

HIS 442 American Urban History (4 Hrs.)
Examines the development of American urban centers from 1800 to the present. Demographic, sociological, economic, and political aspects of the urbanizing process will be discussed, as well as the impact urban populations have had on American culture over time. Case studies of significant urban centers in the East, Midwest, South, and West will document the transformation of American society from small, detached communities to large metropolitan and cosmopolitan centers of culture.

HIS 443 American Foreign Policy in the 20th Century (4 Hrs.)
How, why, and toward what end the United States has grown from a minor power in 1898 to

the world's most powerful nation in the 1990s. Major themes include isolationism, collective security, internationalism, and imperialism. World Wars I and II, the Cold War, and Vietnam are covered.

HIS 444 The American Presidency (4 Hrs.)
Examines the definition and evolution of the powers and responsibilities of the office of the president from Washington to the present. Considers constitutional and political dimensions of the expansion of the power and prestige of the presidency.

HIS 445 Women in American History (4 Hrs.)
Explores the history of U.S. women beginning with Native Americans. Themes of women in pre-industrial society, domesticity, suffrage, reproduction, and women in the labor force are examined. See WMS 455.

HIS 446 History of American Law (4 Hrs.)
Historical examination of the professional and constitutional development of law in the United States. Topics include the common-law legacy, substantive and procedural aspects of legal history, jurisprudence, the American lawyer, and the interaction of law with American society, thought and politics. See LES 452.

HIS 447 U.S. and Latin America in the 20th Century (4 Hrs.)
Study of the origins and course of the troubled relationship between the United States and the Latin American nations. Special emphasis on U.S. efforts to build hegemony in the region, theories of dependency, and problems of revolution and counterrevolution. Relations with Mexico, Central America, and the Caribbean are highlighted.

HIS 448 U.S. Economic History (4 Hrs.)
History of the evolution of the economic development of the United States from colonial beginnings to the present. Emphasizes industrial capitalism since the Civil War and the major sources and factors which have contributed to building the economy to the world's largest and most prosperous nations, along with the problems of trade deficits, internal consumerism, and unequal distribution of income. The Depression and New Deal, the World Wars, inflation and unemployment, and problems of global changes are featured subjects. See ECO 418.

HIS 451 American Labor History (4 Hrs.)
History of work, workers, and organization of workers from the colonial period to the present with an emphasis on the effects of industrial capitalism and a global economy. Emphasizes the period from the post-Civil War to the present, the development of labor unions and government, labor, and business in an evolving political economy based on capitalism. See LAR 427.

HIS 452 American Revivalism and Christian Religion (4 Hrs.)

The development of American revivalism from colonial times to the near present, and the part American Christian denominations, sects, and communitarian religious organizations played in the shaping of revivalism, evangelicalism, and religious reform movements.

HIS 458 Women, Health, and Healing (4 Hrs.)

Traces the history of health and medicine with an emphasis on the status of women. Studies women as healers, medical practitioners, and patients across cultures and in the United States. See WMS 458 and NUR 458.

Non-U.S. History Electives**HIS 454 The History of the Family (4 Hrs.)**

Examines historical formation of the family, beginning with pre-industrial society. Addresses a number of questions: How have relationships between men and women changed over time? What were past parent-child relations? What has been the significance of culture and ethnicity? See SWK 454 and WMS 454.

HIS 455 Modern Latin American Revolutions (4 Hrs.)

History and analysis of the origins, impact, and significance of revolutions in the process of self-government in modern developing nations. Case studies of revolutions and counter-revolutions in Latin America including Bolivia, Chile, Cuba, Mexico, Nicaragua, and others. Examines the dilemmas of simultaneously addressing economic, political, and social needs in the 20th century and the emergence of guerrilla war as a new kind of war.

HIS 456 Roots of Latin America (4 Hrs.)

Surveys the evolution of Latin America from the pre-Columbian period to the beginnings of the collapse of European colonialism in South and Central America. Examines the Amerindian cultures that existed in 1492 and emphasizes the evolutions and transplanting of the institutions of the conquerors, out of which emerged the "roots" or foundations of Latin American nations that have characterized them from their beginnings.

HIS 457 Comparative Women's History (4 Hrs.)

Women's history in England, Russia, China, Vietnam, and the U.S., with survey of areas in which conventional historical insights and methods need reinterpretation. See WMS 457.

HIS 459 World Environmental Thought (4 Hrs.)

Examines human reactions to natural surroundings in a variety of cultural contexts, including ancient Chinese, Hindu, African, Native American, and Judeo-Christian. Compares and contrasts attitudes concerning the value of wilderness

and the exploitation of natural resources. Considers the problem of understanding nature and our relationship with nature as human beings. See ENS 412.

HIS 461 Europe in the 18th Century: The Enlightenment (4 Hrs.)

Cultural and intellectual history of the Enlightenment focusing on formative ideas of modernism (freedom, reason, equality) and movements in literature and the arts. Consideration of works by representative figures such as Voltaire, Rousseau, Hume, and Kant. See PHI 459.

HIS 462 Europe in the 19th Century: Romanticism to Modernism (4 Hrs.)

Cultural and intellectual history of Europe from 1815-1900, focusing on the impact of social change on families and individuals and on the arts and literature. Combines political, economic, and social readings with selected novels, such as Stendahl's *The Red and the Black*, Fontane's *Effie Brist*, and Turgenev's *Fathers and Sons*.

HIS 463 Europe in the 20th Century (4 Hrs.)

Study of the political, socioeconomic, cultural, and colonial history of Europe from the turn of the century to the present. Special emphasis on the importance of ideology in shaping society, the transforming effects of war and depression, and Europe's changing role in the international order.

HIS 465 French Revolution and Napoleon (4 Hrs.)

The social, political, and cultural history of the French Revolution from the ancient regime through the rise and fall of Napoleon.

HIS 466 Imperialism (4 Hrs.)

Emergence and growth of Western European and American colonialism and imperialism. Emphasis on 19th and 20th centuries, including theories of imperialism advanced by Lenin, Hobson, and others. Assesses the impact of classical and contemporary imperialism on the Third World and analyzes its manifestations today.

HIS 467 History of Brazil (4 Hrs.)

A survey of the evolution of Brazil from colony and seat of Portugal's monarchy to empire and republic to a developing world power in the present century. Emphasizes Brazil's historical and cultural foundations and its efforts to modernize, industrialize, and democratize a government and economy dependent on a global environment.

HIS 471 Making of Modern England (4 Hrs.)

Traces social, political, and economic trends in England from the Late Victorian Era (1870-1901) through the "Long Week-End" (1918-1935). Focuses on the process of modernization and the role of the Great War in bringing about change in class and gender systems.

HIS 474 Vietnamese History (4 Hrs.)
Focuses on the internal dynamics of Vietnamese society and politics from 1800 to the present with attention to colonial, economic, gender, and international issues.

HIS 476 Introduction to Contemporary China (4 Hrs.)
Introduces basic theories, personalities, and policies connected with agriculture, industry, education, and the arts in China from 1949 through the Great Leap Forward, the Cultural Revolution, the period of the Gang of Four, and what is now seen as the post-Maoist era.

Methods Courses

HIS 504 American Material Life (4 Hrs.)
Examines interdisciplinary theories, methodological approaches and applications of material culture studies to new world societies. Focuses on the study of artifacts and the way historians and museums use them to research, document, and interpret past and present Native American and settled American societies.

HIS 505 Historic Environmental Preservation (4 Hrs.)
Preservation policies and their applications in planning are considered. History of preservation movements and of American architecture and landscapes are examined, as well as current preservation technologies. Case studies of politics and economics of preservation. Field work required.

HIS 506 American Architectural Methods (4 Hrs.)
Examines the distinct movements in American architectural styles, building techniques, and landscape design, and in trend-setting architecture from America's past. Pays special attention to the designs of residential, commercial, and public buildings.

HIS 507 Museum and Society (4 Hrs.)
Explores the ways museums have been used since the 1800s and the functions they serve today. Indoor and outdoor history, art, folk life, and science museums are considered. Focus is on museums as learning resources and analysis of problems in communicating realities.

HIS 508 Archival Management (4 Hrs.)
Examines concepts and methods of archival man-

agement and considers issues in acquiring, preserving, evaluating, and making archival resources accessible. Focus is on creative research and developing means to reach broad publics.

HIS 511 Museum/Historic Sites Methods (4 Hrs.)
Collection management and conservation, research, interpretive, and educational programming, exhibit preparation, and administration. Explores collection development in the past and current concepts of collecting "today for tomorrow." Uses indoor and outdoor museums. See ENS 511.

HIS 520 Oral History Methods (2-4 Hrs.)
Mastery of oral history technique, including interviewing, transcription, and editing. Includes technical and conceptual literature, collateral fields, and professional concerns. Student work added to UIS oral history collection. See GER 510.

HIS 521 Research and Writing Local History (4 Hrs.)
Seminar emphasizing primary research using local historical materials in Springfield and the surrounding area. Includes critical examination of historical writing and techniques in preparation for an advanced research paper.

HIS 525 The Historian and Policy Analysis (4 Hrs.)
Applies historical method and historical logic to public policy analysis. Readings and case studies drawn principally from modern U.S. history. Individual and team projects.

Independent Study

HIS 499 Independent Study: Special Topics in History (2-8 Hrs.)
Independent and directed readings on an individual topic for students in history. Students should make arrangements with an appropriate faculty member.

HIS 599 Independent Study: Special Topics in History (2-8 Hrs.)
Independent and directed readings on an individual topic for graduate students in history. Students should make arrangements with an appropriate faculty member.

Individual Option M.A.

Faculty — Jan Droegkamp, Ron Ettinger, Annette Van Dyke, Vibert White

Adjunct Faculty — Leroy Jordan

Individual option offers students the opportunity to design degree programs consistent with their own educational goals and with available institutional and area resources. The program's major purpose is to serve students whose needs and objectives are best met by combinations of courses or mixes of learning formats not available through established curricula.

In designing an individualized curriculum, students develop skills that promote critical thinking and facilitate significant learning. INO students assume responsibility for integrating their own learning activities and for evaluating and revising their own curricular design. Program faculty seek to facilitate this learning process and to promote the growth in personal autonomy that necessarily ensues.

Given the accelerating rate of change characterizing modern society, program faculty believe that self-directed, lifelong learning skills are essential. Learning how to learn is a prerequisite to solving new kinds of problems.

Admission to the graduate program is limited due to the individualized nature of the degree process. In addition to applying to UIS, students are asked to complete a separate application process for the INO program, which includes an INO application form, personal statement, and an interview with an INO faculty member. Application deadlines are October 15 for the spring semester, February 15 for the summer term, and April 15 for the fall semester.

A student is admitted to the graduate program on a conditional basis until he or she successfully completes INO 501 Graduate Colloquium and his/her degree committee approves the degree proposal.

Students must obtain this approval within the semester following completion of INO 501.

If a graduate applicant has an undergraduate grade-point average of less than 2.50, full admission to the master's program requires the completion of eight hours of course work at the graduate level with grades of B or better. These hours must be completed before enrolling in INO 501. Graduate students may count a maximum of 12 semester hours in courses before beginning the INO program.

The graduate INO program is based on the assumption that degree candidates have the fundamental knowledge and skills of the baccalaureate degree and that they are prepared to apply these competencies in a graduate curricular framework.

Grading Policy

Campus policy allows students to choose a traditional grading scale or a credit/no credit option for each course. The INO program conforms to this policy in all courses except INO 501, which is offered on a credit/no credit basis only.

Graduate students are expected to maintain a grade point average of 3.00 (B). At the graduate level, a maximum of eight hours of C grades is applicable to the degree, provided that each hour of C is balanced by an hour of A and provided the C grade is approved by the student's degree committee.

Graduate students registering in 400-level program courses are expected to perform at a higher level than undergraduates in the same course. Individual instructors in 400-level courses specify the criteria for awarding graduate-level

credit. These may be qualitative (higher standards for written work and/or contributions to group discussion) or quantitative (additional work).

Public Affairs Colloquium

The INO program recognizes the importance of responsible knowledge about public affairs and important issues of the day. Graduate students are required to include four credit hours of PAC course work in their degree plans. The PAC may be selected because it fits into the student's area of interest, or it may serve as an introduction to a topic that is new to the student, thereby broadening the scope of study.

Credit for Prior Learning

Mature students with extensive life and work experience may apply for graduate-level credit. For such students, AST 401 or 501 Assessment of Experiential Learning is recommended. Students should contact the Credit for Prior Learning office (F 50 M, 206-7546) during their first term for information about the credit for prior learning process.

Program Requirements

INO Core Requirements

First semester

INO 501 Graduate Colloquium 4 Hrs.

Prior to final semester

INO 521 Liberal and Integrative Studies 2 Hrs.

Total Core 6 Hrs.

INO Elective Courses

INO 599 Independent Study:
Tutorial or 2-12 Hrs.

INO 580 Independent Field
Project 2-12 Hrs.

Minimum 2 Hrs.

Graduate Closure Project

INO 550 Master's Project or 4-8 Hrs.

INO 560 Thesis 4-8 Hrs.

Minimum 4 Hrs.

Other Requirements

Public Affairs Colloquium 4 Hrs.

Additional Courses (at least 12 hours must be at the

500-level) 26 Hrs.

Total 42 Hrs.

In some instances, the interdisciplinary nature of the student's program will suggest the need for educational experiences that total more than the required minimum number of credit hours. The final number of credit hours for the degree must be negotiated between the student and the degree committee at the time the degree proposal is approved.

Master's Thesis or Project and Graduation Procedure

After the student has completed INO 521, the degree committee is reconvened to review progress in completing educational goals as stated in the student's degree plan, to engage in reflective dialogue, and to finalize plans for the master's thesis (INO 560) or project (INO 550). At this time, the dean of the College of Liberal Arts and Sciences appoints a faculty representative, who participates in approving the thesis or project.

The thesis or project is a final demonstration of learning and achievement and typically functions as a central component around which the self-designed curriculum is structured. Varying according to the student's goals, the thesis or project is a major scholarly and/or creative effort demonstrating the student's accomplishment and mastery of the chosen area of study. Although the thesis or project may involve a variety of media, all theses and projects must have a written component, copies of which must be reviewed by all committee members.

Students must enroll in at least four hours of the master's thesis course (INO 560) or the master's project course (INO 550) for credit. Campus policy requires that students be enrolled in at least one semester hour of master's closure credit

for each semester after they have begun their graduate closure exercise until that exercise is completed. For INO students, this means that if the thesis or project is not completed by the end of the initial enrollment in INO 560 or INO 550, students must register to audit the appropriate course for one credit hour in all subsequent semesters until the thesis or project is completed.

A graduate student convenes his/her committee (including the dean's representative) near the conclusion of the final term of study to approve the completion of the thesis or project and to assess the quality of the learning experiences. With completion of the thesis or project and other components of the degree proposal, the committee certifies the student for graduation. Two copies of the final thesis and project are required.



Course Descriptions

INO 501 Graduate Colloquium (4 Hrs.)

Serves as an introduction to the individual option program and focuses on the skills, knowledge, and attitudes necessary to become a self-directed, autonomous learner. Students design effective learning experiences, organize learning resources, and design a graduate curriculum.

INO 521 Liberal and Integrative Studies (2 Hrs.)

Application of the principles of integration. Students present a paper relating learning experiences to a common theme or issue and design a master's project or thesis. Prerequisites: INO 501.

INO 550 Master's Project (1-8 Hrs.)

Closure project required of all M.A. candidates. Topic must be approved by the degree committee prior to registration. This requirement may also be satisfied by INO 560. Prerequisite: INO 521.

Note: If the project is not completed by the end of the initial semester of enrollment, students must register for one hour on an audit basis in all subsequent semesters until the project is completed.

INO 560 Thesis (1-8 Hrs.)

Major research and writing project. Topic must be approved by the degree committee prior to registration. This requirement may also be satisfied by INO 550. Prerequisite: INO 521. **Note:** If the thesis is not completed by the end of the initial semester of enrollment, students must register for one hour on an audit basis in all subsequent semesters until the thesis is completed.

INO 580 Independent Field Project (2-12 Hrs.)

Experiential learning project must be directly applicable to the student's degree proposal. Field experience journal and formal presentation of project results required. May be repeated for a maximum of 12 hours.

INO 599 Independent Study: Tutorial (2-12 Hrs.)

Readings or research on trends and current issues in the student's area of study. In consultation with faculty, students define topics integral to satisfying their self-assessed learning needs. May be repeated for a maximum of 12 hours.

Liberal Studies

B.A.

Faculty — Peter Boltuc, Jan Droegkamp, Ron Ettinger, Annette Van Dyke, Vibert White

Associated Faculty — Faculty from all schools within the campus participate as liberal studies professors and members of student degree committees.

The liberal studies program offers students the opportunity to design liberal studies degree programs consistent with their own educational goals and with available institutional and area resources. The goal of a liberal studies major is to enable students to deepen their understanding of the values, meanings, concerns, choices, and commitments that are foundational to their quality of life. To do this, students select learning activities that use a variety of disciplines to explore answers to basic life questions. These questions grow out of several themes universal to human experience. These themes include connecting with each other through language, art, work, and institutions; understanding the present in historical context; discerning all forms of life as interlocked; and achieving a meaningful individual and social identity. Liberal studies students will be assisted in the selection of appropriate courses in these areas to meet their learning objectives. Given the accelerating rate of change characterizing modern society, program faculty believe that self-directed, lifelong learning skills are essential to survival in the future.

Some students may find that the learning they have achieved outside the classroom is equivalent to courses that are offered at UIS. For such students, the credit for prior learning program provides an opportunity to earn applied study credit and to begin to develop a written learning portfolio that faculty can evaluate for potential credit. Students should contact the CPL office (F 50 M, 206-7545) during their first term for additional information about the credit for prior learning process.

In designing an individualized curricu-

lum, students develop skills that promote critical thinking and facilitate significant learning. Liberal studies students assume responsibility for integrating their own learning activities and for evaluating and revising their own curricular design. Program faculty seek to facilitate this learning process and to promote the growth in personal autonomy that necessarily ensues.

Program Structure

Since their educational programs must be self-designed, prospective students should contact the program office as soon as they are admitted to UIS. Program faculty provide additional advising, orient the students to the program and to relevant campus resources, and answer questions about the process and structure of the program. All liberal studies students prepare degree proposals that outline particular educational goals and objectives, personal background, learning needs, available learning resources and courses, and appropriate learning activities.

Although all degree proposals must be broad enough to meet the interdisciplinary goals of the liberal studies option, students may integrate a thematic focus into the degree in areas such as international studies, women's studies, African-American studies, human resource development, labor studies, and other areas of interdisciplinary inquiry. In addition to conventional course work at UIS, students are encouraged to consider designing internships, independent study, foreign study, and exchange with other universities in the development of their degree proposals. The student, however, is responsible, in consultation with his or

her faculty committee, for contacting resources and arranging such experiences.

The degree proposal must be approved by a committee of faculty and peers during the student's second semester in the program. Each student composes his or her own committee of three UIS faculty members — one from the liberal studies faculty and two chosen from the list of associated faculty. In addition, students are encouraged to include one or two peers. The committee is responsible for approving the student's degree proposal and for monitoring its implementation.

Students develop their degree proposals with assistance from program faculty and through enrollment in the program's introductory course (LIS 301 Self-directed Learning). Undergraduate students may count a maximum of 16 semester hours in courses taken before gaining approval of their degree proposal.

Communication Skills

All competencies necessary to attain the student's goals, including communication skills, are addressed in the degree proposal. Assessment of written communication skills occurs in two phases: (1) students perform a self-assessment in preparing their proposals, and (2) the degree committee assesses the student's written communication skills as documented by the proposal. When necessary, in consultation with the degree committee, the student plans appropriate learning experiences to acquire any needed skills; these learning experiences are included as part of the degree proposal. Completion of the proposal constitutes certification of communication skills as required by UIS.

Grading Policy

Campus policy allows students to choose a traditional grading scale or a credit/no credit option for each course. The liberal studies option conforms with this policy in all courses except LIS 301 and LIS 451, which are offered only on a

credit/no credit basis.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. This must include at least four hours in each of at least two of these areas. This requirement is compatible with the focus on liberal studies. Most liberal studies students will accumulate more than the required minimum.

Applied Study and Experiential Learning

Students are encouraged to include an applied study term in their degree programs. While many students arrange their AST projects in organizational or agency settings, the possibilities for location and type of experiential learning are virtually unlimited and include various forms of independent study as well. Students may include apprenticeships, research and writing, travel, studio work in the arts, laboratory experimentation, or a combination of these and other formats. As adult learners most liberal studies students will be eligible to request credit for prior learning for this requirement.

Program Requirements

Liberal Studies Core Requirements

First semester:

LIS 301 Self-directed Learning 4 Hrs.

Final semester:

LIS 451 Senior Seminar 4 Hrs.

Total Core 8 Hrs.

Liberal Studies Elective Courses

(Students must complete at least 4 Hrs.)

LIS 380 Exploration of Learning
Resources 2-8 Hrs.

LIS 499 Independent Study:
Tutorial 2-6 Hrs.

LIS 471 Honors Thesis 2 Hrs.

UIS Requirements 12 Hrs.

Additional Courses 36 Hrs.

Total 60 Hrs.

Closure Project and Graduation Procedure

The senior seminar provides an opportunity for students to integrate and culminate their work in liberal studies. Within the context of the seminar, each student must complete a closure project. Although the project may involve a variety of media, all closure projects must have a written component, copies of which must be provided to all committee members. After completing the senior seminar (LIS 451), students reconvene their degree committees to approve the closure project and assess the overall quality of their learning experiences. With satisfactory completion of the closure project and other components of the degree proposal, the committee certifies the student for graduation. In addition to the senior seminar, students may enroll in honor's thesis during their final semester. The thesis will become part of the closure project.



Course Descriptions

LIS 301 Self-directed Learning (4 Hrs.)

Serves as an introduction to the liberal studies degree and focuses on the skills, knowledge, and attitudes necessary to become a self-directed, autonomous learner. Topics include an examination of collegiate education philosophy, theory, and practice; dynamics of power; self-assessment; goal setting; designing effective learning experiences; documenting and evaluating independent learning; organizing learning resources; and designing a liberal studies curriculum. Students design a major learning project and produce a draft of a degree proposal.

LIS 380 Exploration of Learning Resources (2-8 Hrs.)

Independent study exploring a topic within liberal studies or directly related to the student's degree plan. Journal of exploration process, comprehensive resources inventory, and demonstration of learning (a major product) are required. May be repeated for a maximum of 8 hours.

LIS 451 Senior Seminar (4 Hrs.)

Symposium on applying principles of integration

and autonomy explored in LIS 301 to the learning experiences of the degree program. Students prepare a paper integrating their learning experiences. Students choosing to do an honors thesis may prepare a proposal for LIS 471. Prerequisite: LIS 301.

LIS 499 Independent Study: Tutorial (2-6 Hrs.)

Readings or research on trends and current issues in the student's area of study. In consultation with faculty, students define topics integral to satisfying their learning needs. May be repeated for a maximum of 6 hours.

LIS 471 Honors Thesis (2 Hrs.)

Thesis proposal must be approved by the degree committee and LIS faculty. Must be completed during term of expected graduation.

Sample List of Courses for B.A. in Liberal Studies

The following list of courses corresponds to the goals of a liberal studies degree defined in the first paragraph of this section. The categories are based on those offered by Ernest Boyer in *College: The Undergraduate Experience in America* and are not mutually exclusive. The courses that best fit the overall objectives of a liberal studies degree often overlap into several categories. A self-designed, liberal studies degree does not impose distribution requirements, rather the objective is to build a well-rounded baccalaureate degree that takes into account all previous college-level learning, including lower-division courses and relevant life experience. "General education is not a single set of courses. It is a program with a clear objective, one that can be achieved in a variety of ways. And while there may be great flexibility in the process, it is the clarity of purpose that is crucial" (Boyer, 1986, p. 101). Students will be assisted in the selection of appropriate course work in LIS 301 Self-directed Learning.

These courses are not exclusive to any one area, but may fill several categories. A complete list of courses and course descriptions is available at the liberal studies program office.

I. Language:

- ENG 470 Creative Writing
 ENG 465 History of the English Language
 COM 423 Gender and Communication
 COM 425 Intercultural Communication
 WMS 483 Women and the Mystery Novel
 WMS 462 Images of Women in Literature
 WMS 448 Law and Literature
 AAS 429 African-American Literature

II. Art:

- PHI 432 Philosophy of Art
 COM 315 Photography I
 ART 341 Sculpture I
 ART 321 Life Drawing
 ART 464 Contemporary Art History
 ART 463 Modern Art History
 AAS 439 African and African-American Music

III. Work:

- LAR 438 Work and Health
 LAR 434 Women and Work
 LAR 424 Contemporary Workplace Issues
 ECO 425 Labor Economics
 BUS 351 Human Resource Management
 BUS 331 Business and Society
 WMS 449 Nondiscrimination Laws in Employment
 SOA 431 Sociology of Organizations
 ADP 441 Workplace Democracy

IV. Institutions:

- ECO 487 Health Policy
 ECO 421 Comparative Economic Systems
 SOA 425 Law and Inequality
 SOA 408 Feminist Theories
 POS 425 Democracy, Pluralism, Elitism
 AAS 437 Treating the African-American Child in the System
 AAS 432 African Americans and American Politics

V. Heritage:

- PHI 452 Perspectives on Human Nature
 WMS 475 Women in China
 WMS 455 Women in American History
 SOA 481 North American Indians: Culture and Ecology
 SOA 453 Women Across Cultures
 SOA 304 Human Evolution: Biological and Cultural
 SOA 302 Understanding Other Cultures
 AAS 431 African History and Culture
 AAS 427 African-American History

VI. Nature:

- ENS 412 World Environmental Thought
 ENS 418 American Environmental History
 ENS 351 Introduction to Environmental Studies
 ASP 406 Modern Cosmology
 ASP 401 Astronomy for Everyone
 BIO 479 Evolution
 BIO 468 Animal Behavior/Ethology
 BIO 305 Plants and Society

VII. Identity:

- HDC 447 Developing Self-concept
 HIS 427 African-American History
 ENG 461 Major Women Writers
 ENG 438 African-American Literature
 WMS 403 Minority Women: Issues and Perspectives
 WMS 401 Contemporary Issues in Women's Lives

VIII. Tools:

- MAT 421 Statistical Methods
 HDC 423 Counseling Women
 WMS 402 Library Research on Women: Interdisciplinary Resources
 SOA 411 Social Research Methods
 PSY 444 Transpersonal Psychology
 PSY 459 Stress Management
 PSY 403 Critical Thinking
 PSY 404 Creativity and Problem Solving

Mathematical Sciences

B.A.

Faculty – Joseph Ladalla, Mary Patton, Larry Stonecipher, Chung-Hsien Sung

The mathematical sciences program is designed to meet the ever-increasing demands for diverse quantitative skills. The curriculum provides an opportunity to obtain the B.A. degree in mathematical sciences.

The Bachelor's Degree

The bachelor of arts in mathematical sciences is designed to prepare students for careers using mathematics, operations research, and statistics in the fields of teaching, research, industry, insurance, and management or for graduate study in mathematical sciences or related areas.

By making different choices from technical electives, students can prepare for a wide variety of careers. Those who plan to teach mathematics or work in engineering or the physical sciences should choose mathematics courses. Those who wish to apply mathematical methods to life sciences, social sciences, or business fields should choose operations research or statistics courses. Any of these choices provide excellent preparation for graduate work in fields that need quantitative skills.

Advising

Before registering for the first time, students should discuss career goals with either the convener or a member of the mathematics faculty to develop a course of study. After classes begin, students are urged to choose a permanent adviser as soon as possible.

Entrance Requirements

A. Admission to UIS.

B. Completion of campus assessment test and entrance assessment test for majors. (Both tests are given at the beginning of each semester.)

C. Matriculation into the mathematical sciences program. Requirements for matriculation are (1) selection of a mathematical sciences faculty adviser; (2) completion of three semesters of calculus; (3) ability to write computer programs in a procedural language; (4) enrollment in MAT 330 Writing Skills; and (5) completion of the B.A. matriculation form.

NOTE: Courses taken to satisfy matriculation requirements are **not** counted as part of the 60 credit hours of upper-division work needed for graduation. Students may begin work toward a degree before matriculation into the program, but matriculation should be completed before the last 16 semester hours of MAT courses needed for graduation.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia (LSC), public affairs colloquia (PAC), and applied study (AST). These hours must include at least four hours in each of at least two of these areas. The distribution (not specific courses) for an individual student is determined by student and adviser. The determination must be made before the student completes 30 semester hours of upper-division work.

Program Requirements

Requirements for the B.A. in mathematical sciences are distributed as follows:

Communication Skills Requirement

MAT 330 Writing Skills 0 Hrs.

Required Mathematical Sciences Courses

MAT 332 Linear Algebra 4 Hrs.

MAT 415 Advanced Calculus 4 Hrs.

MAT 431 Mathematical Statistics I 4 Hrs.

Total 12 Hrs.

One of the following clusters: 20 Hrs.

Cluster A:

MAT 403 Abstract Algebra 4 Hrs.

MAT 404 Geometry 4 Hrs.

Three MAT elective courses 12 Hrs.

Cluster B:

MAT 421 Statistical Methods 4 Hrs.

MAT 432 Mathematical
Statistics II 4 Hrs.

Any of the following three
elective courses 12 Hrs.

MAT 423 Statistical Computation

MAT 434 Applied Regression
Analysis

MAT 436 Applied Multivariate
Analysis

MAT 439 Applied Time Series
Analysis

MAT 442 Probability Modeling and
Computer Simulation

MAT 444 Operation Research
Methods

UIS Requirements 12 Hrs.

General electives 16 Hrs.

Total 60 Hrs.

NOTE: Required and elective MAT courses must be taken for a letter grade. The credit/no credit option is not acceptable.

Recommended MAT Course Sequence

(for full-time students starting fall semester and with interest in pure mathematics or in secondary education certification)

Fall: MAT 332 and MAT 431

Spring: MAT 415, MAT 403, or MAT 404

Fall: Two MAT elective courses

Spring: MAT 403 or MAT 404 and
remaining MAT elective course

Recommended MAT Course Sequence

(for full-time students starting fall semester and with interest in applied statistics or

actuarial examinations)

Fall: MAT 332 and MAT 431

Spring: MAT 415 or MAT 432, and MAT 421

Fall: MAT 442 or MAT 444, and one MAT elective course

Spring: MAT 415 or MAT 432, and remaining MAT elective course

Mathematical Sciences Minor

A minor in mathematical sciences augments a student's background in mathematics by increasing knowledge of mathematics, operations research, or statistics, which is useful in careers in teaching, research, industry, or management.

To earn a minor in mathematical sciences, students must complete a minimum of 24 semester hours, at least 12 hours of which must be upper-division course work taken at UIS. Transfer credit for lower-division course work and for upper-division mathematics courses is evaluated on a case-by-case basis through the student petition process.

Core courses include two semesters of calculus (MAT 315 and MAT 316) and MAT 332 Linear Algebra, or its equivalent.

Students must then select an area of specialization (mathematics, operations research, or statistics) and complete 12 semester hours as follows --

A. Mathematics specialization requires: MAT 403 Abstract Algebra, MAT 404 Geometry, and one elective from B or C.

B. Operations research specialization requires: MAT 442 Probability Modeling and Computer Simulation, MAT 444 Operations Research Methods, and one elective from A.

C. Statistics specialization requires: MAT 421 Statistical Methods, MAT 431 Mathematical Statistics I, and one elective from A.

Students wishing to minor in mathematical sciences should select an adviser from among the mathematical sciences faculty who will help ensure that all requirements for the minor are met.



Course Descriptions

Courses with numbers less than 330 are service courses for majors from other fields and, in general, do not require a special background in mathematical sciences. **No service courses will count toward the mathematical sciences degree.**

Prerequisites for MAT courses must have been met no more than seven years before enrolling in these courses. Students who have taken prerequisite courses more than seven years before enrollment will be required to obtain the permission of the instructor.

Service Courses

MAT 301 Quantitative Reasoning (4 Hrs.)

This course is designed to satisfy the Mathematics General Education Requirement and is not designed to fulfill a mathematics requirement for either a science or mathematics major. Develops competency in problem solving and analysis helpful in personal decision making. Topics may include functions, graphing, counting techniques and probability, statistics, finance, modeling, estimating, geometry, game theory, and logic.

MAT 302 Discrete Mathematics (4 Hrs.)

Topics include sets, functions, relations; propositional and predicate logic, including truth tables and valid reasoning; Boolean algebra, minimization with Karnaugh maps, and Quine McClusky method; integer, rational, real, modular arithmetic, different bases, and complementary number systems; mathematical induction; recurrence relations; graph theory; and automata theory. Prerequisite: College algebra.

MAT 315 Mathematical Analysis I (4 Hrs.)

Fundamental concepts, methods, techniques of single-variable differential and integral calculus. Topics include introduction to derivatives, integrals and their applications, and marginal analysis. Prerequisite: College algebra.

MAT 316 Mathematical Analysis II (4 Hrs.)

Topics include multivariate calculus, trigonometry, sequences, series, and their applications. Prerequisite: MAT 315 or equivalent.

MAT 321 Applied Statistics (4 Hrs.)

May be used to meet the mathematics general education requirement for admission to UIS. Top-

ics may include descriptive statistics, elementary probability, basic probability distributions, sampling, estimation, testing of hypotheses, simple linear regression, and correlation. Prerequisite: Intermediate algebra.

MAT 323 Probability and Statistics for Computer Science (4 Hrs.)

An introductory course for probability theory and statistical analysis techniques. Topics include axioms of probability, random variables, probability functions and density functions, sampling distributions, descriptive statistics, estimation and testing hypotheses, analysis of variances, linear regression, quality control, reliability, and queueing theory. Prerequisites: MAT 315 or equivalent and CSC 325.

Courses for Mathematical Sciences

Majors

MAT 330 Writing Skills (0 Hrs.)

Evaluation of writing skills for mathematical sciences students. These tests should be taken during the student's first semester of study.

MAT 332 Linear Algebra (4 Hrs.)

A theoretical course involving systems of linear equations, matrices, vectors in n -space, vector spaces, linear transformations, eigenvalues and eigenvectors, diagonalization, quadratic forms, and canonical forms. Prerequisite or corequisite: Two semesters of calculus.

MAT 400 Topics in Mathematics (1-4 Hrs.)

Various topics; description changes according to topic offered. May be repeated for an indefinite number of hours, but particular topics must differ. See course schedule for prerequisites.

MAT 401 History of Mathematics (4 Hrs.)

An introduction to the development of major mathematical concepts. History of computation, probability, algebra, geometry, trigonometry, and calculus. Evolution and changes in the rigor of mathematics from 1500 B.C. Biographies of male and female mathematicians are included. Prerequisite: MAT 315 or equivalent.

MAT 403 Abstract Algebra (4 Hrs.)

Topics include group theory, rings, and fields. Prerequisite: two semesters of calculus.

MAT 404 Geometry (4 Hrs.)

A systematic study of the consequences of the parallel postulate in Euclidean and non-Euclidean geometries. Prerequisite: Two semesters of calculus.

MAT 415 Advanced Calculus (4 Hrs.)

Elementary ordinary differential equations. Special functions defined by power series and by integrals, Fourier series. Prerequisites: Three semesters of calculus and MAT 332.

MAT 416 Real Analysis (4 Hrs.)

Elements of set theory, numerical sequences and series convergence and divergence, continuity, uniform continuity and differentiability of real valued functions. Riemann integral and Riemann-Stieltjes integral. Sequences and series of real valued functions, ordinary and uniform convergence. Lebesgue measure, Lebesgue integrals, and Lebesgue-Stieltjes integrals. Prerequisite: MAT 415.

MAT 420 Topics in Statistics and Probability (1-4 Hrs.)

Various topics; description changes according to topic offered. May be repeated for an indefinite number of hours, but particular topics must differ. Prerequisite: See course schedule for prerequisites.

MAT 421 Statistical Methods (4 Hrs.)

An introductory course for statistical analysis techniques. Topics may include review of basic statistics, multiple linear regression, analysis of enumerative data, analysis of variance, multiple comparisons, design of experiments, analysis of covariance. Additional topics may be chosen from principal components, factor analysis, discriminant analysis, and nonparametric tests. Prerequisite: MAT 321 or permission of instructor.

MAT 423 Statistical Computation (4 Hrs.)

Explore the use of various statistical software packages. Topics will be selected from construction of data set, descriptive analysis, regression analysis, analysis of design experiment, multivariate analysis, categorical data analysis, discriminant analysis, cluster analysis, matrix operations, and presentation of data in graphic forms. Prerequisite: MAT 321 or equivalent.

MAT 431 Mathematical Statistics I (4 Hrs.)

An introduction to theory and application of probability models. Topics include random variables, mathematical expectation, Chebyshev's inequality, marginal and conditional distribution, independence, probability distributions and their properties, transformation of variables, moment-generating functions, limiting distribution, central limit theorem. Prerequisite: MAT 315 or equivalent.

MAT 432 Mathematical Statistics II (4 Hrs.)

An introduction to theory and application of statistical inference. Topics include sampling distributions, point estimation, including maximum likelihood estimation and the application of criteria

such as consistency, unbiasedness, and minimum variance; interval estimation, Bayesian estimation, statistical hypothesis testing, including power functions, Type I and Type II errors, Newman-Pearson lemma, and likelihood ratio tests. Prerequisites: MAT 316 or equivalent and MAT 431.

MAT 434 Applied Regression Analysis (4 Hrs.)

An introduction to regression analysis with emphasis on simple and multiple regression analysis with applications, analysis of residuals, methods of selection of predictor variables, basic concepts of collinearity, general linear models, and nonlinear models. Prerequisites: MAT 332 and MAT 431 or permission of instructor.

MAT 436 Applied Multivariate Analysis (4 Hrs.)

Multivariate statistical methods. Topics include inferences about means and variances, confidence regions and simultaneous comparisons, discriminant analysis, principal components analysis, and factor analysis. Prerequisites: MAT 432 and MAT 434.

MAT 439 Applied Time Series Analysis (4 Hrs.)

Applications of time series regression, exponential smoothing, and Auto-Regressive Moving Average (ARMA) models in forecasting business, economic, and other time-related phenomena. Prerequisite: MAT 421.

MAT 442 Probability Modeling and Computer Simulation (4 Hrs.)

Explores the principles and concepts of probability theory and introduces computer simulation methodology. Topics include fundamental concepts of probability, random variables, random number generators, probability distributions, mathematical expectation, introduction of simulation, concepts in sampling, sampling models, estimation, discrete event stochastic processes. Prerequisites: MAT 316 or equivalent and one semester of programming language.

MAT 444 Operations Research Methods (4 Hrs.)

Quantitative methods necessary for analysis, modeling, and decision making. Topics include linear programming, transportation model, network models, decision theory, games theory, PERT-CPM, inventory models, and queueing theory. Additional topics may be chosen from integer linear programming, system simulation, and nonlinear programming. Prerequisite: MAT 332 or permission of instructor. See ADP 431.

Philosophy Minor

Faculty — Peter Boltuc, Larry Shiner, Peter Wenz

The study of philosophy increases awareness of personal values and the major value conflicts in contemporary society, helps develop an understanding of the nature and limits of various forms of knowledge, and offers experience in critical reflections on a major problem of knowledge or value.

An undergraduate student may elect to complete a minor in philosophy and human values to acquire training in critical thinking and skill in analyzing values related to the student's chosen program major. To earn a minor in philosophy, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at the University of Illinois at Springfield. Students must take at least one course from each of three areas: critical thinking, ethics, and the history of philosophy. One additional elective course with a PHI prefix is also required.

Students wishing to minor in philosophy should consult with a member of the program faculty to ensure that they are meeting their individual needs and the requirements for the minor.

Through the individual option program, students may also pursue an individualized degree program that includes philosophy as one component. Philosophy faculty will assist these students in developing a learning proposal and establishing a degree committee. Consult the individual option statement in this catalog for details.

Students enrolled for graduate credit in 400-level philosophy courses are required to complete one or more assignments, such as a paper or book review, in addition to those required of undergraduates in the same course.

with special attention to common fallacies in informal reasoning, reasoning by analogy, and decision theory.

PHI 411 Feminist Theories (4 Hrs.)

Feminist theories, including liberal, radical, socialist, and anarchist, as well as perspectives of lesbian women and women of color. Stresses differences between feminist and traditional political analysis, as well as relations between theory and action. See WMS 411 and SOA 408.

PHI 432 Philosophy of Art (2 or 4 Hrs.)

Nature and value of art, including such issues as: How is art distinguished from non-art? Can there be objective judgments about art? How is art related to science, religion, and politics? Survey of major philosophical writings about art in the Western tradition. See ART 471 and CAM 432.

PHI 447 Moral Dilemmas in Health Care (4 Hrs.)

Applicability of traditional ethical standards to currently controversial issues in health professions, such as allocation of scarce medical resources, honesty with dying patients, informed consent from patients, psychosurgery, and euthanasia. Students are encouraged to further develop and understand their own value orientation and come to better appreciate those of others. See GER 447 and HSA 466.

PHI 452 Perspectives on Human Nature (4 Hrs.)

What it means to be human: consideration of classical philosophical and literary visions of human nature such as the Greek, Christian, Romantic, and Marxist, along with contemporary contributions of biological and social sciences.

PHI 459 Europe in the 18th Century: The Enlightenment (4 Hrs.)

Cultural and intellectual history of the Enlightenment focusing on formative ideas of modernism (freedom, reason, equality) and movements in literature and the arts. Consideration of works by representative figures such as Hume, Kant, Rousseau, Smith, Voltaire. See HIS 461.

PHI 464 Moral Issues in the Law (4 Hrs.)

Theories and issues in distributive and criminal justice. Issues considered may include the following: How are property rights justified? When should the government have to compensate people for regulations affecting permissible uses of their property? Is affirmative action compatible

Course Descriptions

PHI 401 Critical Thinking (4 Hrs.)

Principles of logical analysis and argumentation,

with equal opportunity? What justifications can be given for punishing criminals? Is plea bargaining justified? Should carrying hand guns be outlawed?

PHI 467 Philosophy of Law (4 Hrs.)

Philosophy of justice, law, and legal institutions, with emphasis on origins, purposes, and practices of legal institutions and their application in theory and practice to the "public good." See LES 454.

PHI 480 Readings in the History of Philosophy (4 Hrs.)

Guided readings in a period of the history of phi-

losophy or a particular philosophical tradition or figure.

PHI 535 Philosophy of Education (4 Hrs.)

Major philosophical views of aims and processes of education. Considerations given to the educational ideas of such thinkers as Plato, Augustine, Rousseau, and Dewey, as well as to assumptions underlying current reform proposals. See ADE 535.

Psychology

B.A.

Faculty — Joel Adkins, Laura DaCosta, Ronald Havens, Jonathan L. Hess, Karen Kirkendall, John Miller, Lynn Pardie

Associated Faculty — Dennis Fox, Larry Shiner

Adjunct Faculty — Charles Callahan, Richard E. Dimond, Kathleen Heyworth, Larry Hughes, Mary Loken, Maureen Talbert, Kevin Vost, Catherine Walters

The Bachelor's Degree

Psychology is the scientific study of the complexities of human and animal behavior. The undergraduate psychology program provides students a liberal arts background that is relevant to a broad range of academic purposes. The primary goal of the psychology curriculum is to help students gain the communication skills, problem-solving abilities, critical thinking, and general information necessary to function effectively in future academic, employment, social, and interpersonal settings. As a result, the program is appropriate for many entry-level positions in business and industry.

Graduate work (M.A., M.S.W., or Ph.D.) is generally required for professional employment in the helping professions or for an academic career. Accordingly, the undergraduate curriculum is designed to prepare students for continued study at the graduate level in psychology or related social service fields. Students should confer with a program adviser to choose elective courses in psychology that best suit their individual interests and needs.

All students who are planning to go on to graduate school are advised to take the Graduate Record Examination (GRE) during the first semester of their junior year to obtain feedback on general areas of deficiency that can be improved before graduation and application to graduate school. In addition, all students should plan to attend one of the academic/career planning seminars held each semester. During these seminars students are given

practical information and advice regarding career options, academic goals, etc.

Psychology is an appropriate major for students who seek certification as elementary school teachers. The psychology program, in conjunction with the teacher education sequence, offers an integrated course of study leading to both teacher certification and a B.A. in psychology. A major in psychology provides the student with a fundamental liberal arts perspective and an introduction to the psychological principles underlying the teaching and learning processes. Requirements for students choosing the psychology/teacher education option are somewhat different from those for the regular B.A. degree and are listed separately below.

All psychology majors must take the same basic core of required courses. PSY 301 Foundations of Psychology is designed to introduce students to basic information-gathering strategies and fundamental communication skills. The two remaining required core courses (PSY 302 and PSY 303 or PSY 465) provide an introduction to the research designs and data analysis strategies used throughout the social sciences.

Remaining core requirements encourage an indepth analysis of current knowledge of at least one fundamental process of human behavior (i.e. cognition, neurophysiology, hormones, learning, or perception) and one overview of a particular aspect of human life (i.e., abnormality, development over the life span, diversity, or social behavior). These two requirements, as well as additional elective

courses, can be selected to fit with the student's overall goals and interests. Students should confer with a program adviser to choose courses that best suit their individual needs. Students are encouraged to pursue electives outside psychology and related areas as part of a broad liberal arts education.

Entrance Requirements

Undergraduate psychology majors must have completed a course, or its equivalent, in college algebra or finite math. It is assumed that entering students will have had at least one course in introductory psychology.

Communication Skills

All psychology majors are required to complete tests to assess reading and writing skills in English within one year of declaring a psychology major. Students who do not meet standards established by the psychology faculty will be required to complete remedial work that may include course work for which degree credit is not granted.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. This must include at least four hours in each of at least two of these areas.

The applied study term (AST) provides psychology students an opportunity to integrate classroom learning and practical field experience suited to their goals and interests. Placements have included local mental health centers, other mental health and community service organizations (such as the Youth Service Bureau, the Sangamon-Menard Alcoholism and Drug Abuse Council, and the YMCA), research positions at SIU School of Medicine, and research experience with UIS faculty. Generally, the AST office and the psychology program can provide an appropriate placement; student-initiated

placements are also possible with approval of the adviser and the AST office.

Ethical Conduct

In accordance with campus policies, the psychology program takes cheating and plagiarism by students very seriously. Students aware of cheating or plagiarism by others must report it to their advisers, another member of the program faculty, or the program convener. Students caught cheating on examinations or plagiarizing on assignments will not receive credit for the course and may be dismissed from the program and from UIS.

Program Requirements

All undergraduate psychology majors must earn a grade of C or better in PSY 301 Foundations of Psychology before they can enroll in any core courses in the psychology program. Total hours required in the psychology undergraduate program are distributed as follows:

Core Requirements

PSY 301 Foundations of Psychology	4 Hrs.
PSY 302 Experimental Methods and Statistics I	4 Hrs.
PSY 303 Experimental Methods and Statistics II	4 Hrs.

Students must select one course from each of the following two areas:

- I. Fundamental Processes in Psychology 4 Hrs.
 - PSY 412 Introduction to Biopsychology
 - PSY 407 Cognitive Psychology
 - PSY 402 Psychology of Learning and Memory
 - PSY 414 Hormones and Behavior
- II. Aspects of Human Life 4 Hrs.
 - PSY 421 Life-span Developmental Psychology
 - PSY 451 Abnormal Psychology

PSY 431 Social Psychology:
Psychological
Perspectives
PSY 426 Family Psychology
PSY 438 Psychological Aspects
of Diversity

Total Core 20 Hrs.

Other Requirements

PSY Electives 12 Hrs.
PSY 470 Senior Seminar 4 Hrs.
Total Psychology Courses 36 Hrs.

UIS Requirements 12 Hrs.
General Electives 12 Hrs.
Any 300- or 400-level courses,
psychology or nonpsychology
Total Hours 60 Hrs.

Psychology/Teacher Education

The program's requirements are modified slightly to meet the special needs of psychology majors who seek certification as an elementary school teacher. These students should also consult the teacher education section of this catalog.

Core Requirements

PSY 301 Foundations of
Psychology 4 Hrs.
PSY 302 Experimental Methods
and Statistics I 4 Hrs.
PSY 465 Psychological Tests and
Measurement 4 Hrs.

Students must select one course from each of the following two areas:

- I. Fundamental Processes in
Psychology 4 Hrs.
PSY 412 Introduction to
Biopsychology
PSY 407 Cognitive Psychology
PSY 402 Psychology of Learning
and Memory
PSY 414 Hormones and Behavior
- II. Aspects of Human Life 4 Hrs.
PSY 421 Life-span Developmental
Psychology

PSY 451 Abnormal Psychology
PSY 431 Social Psychology:
Psychological
Perspectives
PSY 438 Psychological Aspects of
Diversity

Total Core 20 Hrs.

Other Requirements

Psychology Electives 12 Hrs.
(PSY courses required for
TEP **may** be used here)
PSY 424 Exceptional Child
PSY 422 Child Development
PSY 401 Educational Psychology
PSY 470 Senior Seminar 4 Hrs.
Total Hours 36 Hrs.

UIS Requirements 12 Hrs.
General Electives
(TEP required courses)
Any 300- or 400-level
courses, psychology or
nonpsychology 12 Hrs.
Total 60 Hrs.

Recommended Student Schedule

First semester, junior year (12 hours)

PSY 301 Foundations of Psychology
PSY 302 Experimental Methods and
Statistics I
PAC or LSC

Second semester, junior year (12 hours)

PSY 303 Experimental Methods and
Statistics II
Core selection: Aspects of Human Life
Psychology elective

Summer session, junior year (8 hours)

Core Selection: Fundamental Processes in
Psychology
PAC or LSC

First semester, senior year (16 hours)

PSY 470 Senior Seminar
General Elective
Psychology Elective
PAC, LSC, or AST

Second semester, senior year (12 hours)

General electives
Psychology elective

Lower-division Courses

Because academic work at the University of Illinois at Springfield is considered to be a continuation of the student's previous education, allowances are made for the application of lower-division credits in psychology toward the major in psychology.

Students who have earned a B or better at another institution in lower-division psychology courses beyond an introductory course may use those courses as the basis for a reduction of up to 6 hours in the total number of hours in psychology required of program majors. In addition, if one of those courses, or a combination thereof, is judged by the psychology program faculty to be equivalent to a required core course, that specific requirement may be waived. Students still must meet the total of 60 hours required for graduation. This particular provision, however, may allow those hours to be distributed more broadly.

Psychology Minor

To earn a minor in psychology, students must complete a minimum of 20 semester hours, at least 16 of which must be upper-division course work taken at the University of Illinois at Springfield. Completion of at least one lower-division course in introductory psychology is prerequisite. Students who have earned a B or better in lower-division psychology courses beyond introductory psychology at another institution may use those courses as the basis for a reduction of up to four hours in the total hours required for a minor.

Required core courses (16 hrs.) include PSY 301 Foundations of Psychology, PSY 302 Experimental Methods and Statistics I, and one course from each of the two core areas: Fundamental Processes in Psychology and Aspects of Human Life. A grade of C or better in PSY 301 is a prerequisite for entrance into core courses.

Course Descriptions

PSY 301 Foundations of Psychology (4 Hrs.)

Selected methods, data, and theories in perception, learning, cognition, and motivation. Prerequisite: Introductory course in psychology.

PSY 302 Experimental Methods and Statistics I (4 Hrs.)

The experimental method in psychology, including philosophical background and introduction to research strategies, designs, and descriptive statistics. Prerequisite: Understanding of basic algebraic concepts.

PSY 303 Experimental Methods and Statistics II (4 Hrs.)

Advanced study of experimental method, research strategies, design, and inferential statistics. Prerequisites: PSY 301 (for majors and minors only) and PSY 302.

PSY 400 Special Topics in Educational Psychology (4 Hrs.)

Selected topics of special interest in the area of educational psychology; may vary from semester to semester. May be repeated, but topics must vary.

PSY 401 Educational Psychology (4 Hrs.)

Topics in psychology relevant to teaching: educational objectives, student characteristics and development, the learning process, and evaluation of learning.

PSY 402 Psychology of Learning and Memory (4 Hrs.)

Major theories of learning and selected historical and contemporary research in learning and related areas. Prerequisites: PSY 301 (for majors and minors only).

PSY 403 Critical Thinking (4 Hrs.)

Reading and exercises designed to improve skills in critical thinking. Emphasizes intensive practice and individualized feedback rather than theory.

PSY 404 Creativity and Problem Solving (4 Hrs.)

Systems-oriented approach to problem solving and creativity. Experiential learning with structured exercises.

PSY 407 Cognitive Psychology (4 Hrs.)

Overview of selected topics in memory, information processing, perception, problem solving, and artificial intelligence. Prerequisites: PSY 301 (for majors and minors only).

PSY 410 Special Topics in Biopsychology (4 Hrs.)

Selected topics of special interest in the area of biopsychology; may vary from semester to semester. May be repeated, but topics must vary.

PSY 412 Introduction to Biopsychology (4 Hrs.)

Basic structure and functions of the nervous system: neuron physiology, sensory processing, and physiological regulations. Prerequisite: PSY 301 (for majors and minors only).

PSY 414 Hormones and Behavior (4 Hrs.)

Roles of internal secretion glands and their hormones in metabolic processes, their effects on behavior, regulation of hormonal secretion, and effects of environmental factors. Prerequisite: PSY 301 (for majors and minors only).

PSY 415 Psychoactive Drugs (4 Hrs.)

Major classes of drugs that affect psychological processes and behavior; issues of drug use in treatment of mental disorders; drugs as a social problem.

PSY 420 Special Topics in Developmental Psychology (4 Hrs.)

Selected topics of special interest in the area of developmental psychology; may vary from semester to semester. May be repeated, but topics must vary.

PSY 421 Life-span Developmental Psychology (4 Hrs.)

Cognitive, emotional, and social development across the life span; determinants of individual differences and principles of mental and physical health throughout life. Prerequisite: PSY 301 (for majors and minors only).

PSY 422 Child Development (4 Hrs.)

Development of intelligence, language, and cognition; physical growth and social and personal development in newborns, infants, and toddlers and in early and middle childhood. Emphasis on child-rearing practices.

PSY 423 Adolescence (4 Hrs.)

Psychological, social, and biological development (including medical problems) in the years covering early, middle, and late adolescence. Influence of milieu (family, peers, school, church, work) on cognitive, emotional, and social development. Special emphasis will be placed on the role of adults (parents, teachers) in assessing and referring adolescents to health and social services.

PSY 424 Exceptional Child (4 Hrs.)

Behaviors and conditions that make a child different from most other children, including all conditions addressed by Public Law 94-142. Topics include mental retardation; learning disabilities;

behavior disorders; giftedness; and hearing, vision, and speech impairments.

PSY 425 Child Psychopathology (4 Hrs.)

Overview of clinical problems of childhood psychopathology. Special emphasis placed on etiology, diagnostic, and therapeutic issues. Prerequisite: PSY 421, or equivalent.

PSY 426 Family Psychology (4 Hrs.)

Covers the five primary aspects of family psychology: 1) family as a system, 2) developmental family behavior, 3) family of origin concepts and how they affect the family, 4) relationships, dating, courtships, and marriage, 5) family dysfunctions. Prerequisite: PSY 301 (for majors and minors only).

PSY 430 Special Topics in Social Psychology (4 Hrs.)

Selected topics of special interest in the area of social psychology; may vary from semester to semester. May be repeated, but topics must vary.

PSY 431 Social Psychology: Psychological Perspectives (4 Hrs.)

Survey of major theories and selected areas of research in social psychology. Prerequisite: PSY 301 (for majors and minors only).

PSY 435 Social Psychology of Women (4 Hrs.)

Empirical research and phenomenological descriptions of five key areas of female psychology: biology, personality, social roles, sexuality, and mental health. Special emphasis on power differentials between the sexes as they relate to achievement, self-esteem, and identity formation. See SOA 451 and WMS 451.

PSY 438 Psychological Aspects of Diversity (4 Hrs.)

Overview of selected aspects of human diversity relevant to American psychology. Examines historical and contemporary psychological perspectives on race, ethnicity, gender, and sexual orientation, as well as factors linked to stereotyping, cultural bias, and prejudice. Special emphasis placed on a critical review of past psychological research and formulation of new research questions. Prerequisite: PSY 301 (for majors and minors only).

PSY 440 Special Topics in Philosophies and Theories of Psychology (4 Hrs.)

Selected topics of special interest in the area of philosophies and theories of psychology; may vary from semester to semester. May be repeated, but topics must vary.

PSY 441 Theories of Personality (4 Hrs.)

Major theories of personality and determinants of individual differences.

PSY 442 Consciousness (4 Hrs.)

Theories of consciousness; consciousness-altering techniques, with emphasis on procedures to uncover unconscious material: meditation, hypnosis, biofeedback, sensory deprivation, dreams, and drugs.

PSY 443 Eastern Psychologies (4 Hrs.)

Examines the psychological theories expressed by various Eastern philosophies including Zen, Taoism, and Buddhism as well as the strategies used to acquire knowledge within these conceptual frameworks.

PSY 444 Transpersonal Psychology (4 Hrs.)

Introduction to the transpersonal perspective as the "fourth force" in psychology. Covers contemporary theories of transpersonal development and their cross-cultural, historical foundations in Eastern psychospiritual theories and Western existential philosophy and phenomenology.

PSY 445 Systems Theories in Psychology (4 Hrs.)

Examines the various applications of general systems theory as a model for an integrative understanding of human behavior from biophysical levels of analysis up through group and family dynamics, sociocultural influences, and the impact of complex ecosystems.

PSY 446 Health Psychology (4 Hrs.)

Explores the understanding of psychological influences on how people stay healthy, why they become ill, and how they respond to illness whether minor or serious, as well as interventions and strategies for helping people to maintain a healthy lifestyle.

PSY 447 Wellness, Happiness, and Success (4 Hrs.)

Research and techniques regarding the variables associated with happiness, physical and mental health, and success or mastery in various endeavors.

PSY 448 Hypnosis (4 Hrs.)

Explores the research, theories, and practical applications of hypnosis, including heterohypnosis and autohypnosis. This is not a skills training course, although an opportunity to learn how to use one's own autohypnotic abilities is provided.

PSY 450 Special Topics in Clinical Psychology (4 Hrs.)

Selected topics of special interest in the area of clinical psychology; may vary from semester to semester. May be repeated, but topics must vary.

PSY 451 Abnormal Psychology (4 Hrs.)

Theories, research, and classification systems relevant to abnormal behavior. Emphasis on current diagnostic and descriptive systems. Prerequisite: PSY 301 (for majors and minors only).

PSY 452 Introduction to Clinical Psychology (4 Hrs.)

Systematic examination of major psychotherapeutic techniques essential to human relationships and helping processes. Prerequisite: PSY 451.

PSY 453 Advanced Human Potential (2 Hrs.)

Provides students with opportunities to examine and enhance self-esteem, values, and life goals. Exercises, group discussions, and dyadic exchanges used. Reviews blocks to increased levels of self-esteem and provides procedures to aid students in quest of self-awareness and self-actualization.

PSY 454 Theories of Psychotherapy (4 Hrs.)

Systematic examination of the theories, research, and diagnostic and treatment issues regarding various types of abnormal behavior. Prerequisite: PSY 451.

PSY 455 Theories of Family Therapy (4 Hrs.)

Theories and models of family therapy, emphasizing integration of issues relating to family treatment with systems theory. Family therapy issues will be compared across treatment models.

PSY 456 Group Dynamics and Leadership (4 Hrs.)

Variables influencing behavior of individuals in groups; analysis of effective leadership styles. Simulations demonstrate group processes and provide practice in specific leadership techniques.

PSY 457 Transactional Analysis: Theory and Procedures (2 Hrs.)

Concepts in transactional analysis and their use. Topics include stroke economies, script work, stimulus hunger, position hunger, time structuring, attribution, and injunctions.

PSY 458 Transactional Analysis: Principles of Group Treatment (2 Hrs.)

Procedures in organizing and leading a transactionally oriented treatment group. Students specify and use a treatment contract for themselves. Prerequisite: PSY 457, or several introductory workshops in transactional analysis.

PSY 459 Stress Management (4 Hrs.)

Comprehensive program of techniques for stress management, including anger and fear reduction, time management, decision making, autogenic training, imagery and visualization, social networking, and centering.

PSY 460 Special Topics in Applied Psychology (4 Hrs.)

Selected topics of special interest in the area of applied psychology; may vary from semester to

semester. May be repeated, but topics must vary.

PSY 463 Consulting Psychology (4 Hrs.)
Role and procedures of the psychological consultant to organizations and individuals. Models of human behavior discussed but emphasis is on techniques.

PSY 464 Interviewing (4 Hrs.)
Discussion of interviewing process, with emphasis on procedures of effective interviewing. Students practice interviewing and receive feedback.

PSY 465 Psychological Tests and Measurements (4 Hrs.)
Basic theories of psychological tests and of test construction and interpretation. Includes representative tests and examines contemporary issues in testing. Prerequisite: PSY 301 (for majors only), PSY 302 or equivalent.

PSY 470 Senior Seminar (4 Hrs.)
Classroom work for psychology majors, culminating in a seminar experience that further develops the use of writing, reading, and research skills in the discipline. Emphasis will be placed on the application of these skills to more advanced (and applied) areas of study. Area of focus will vary by course section. Prerequisite: PSY 301, PSY 302, PSY 303/465, Core I, Core II (20 hours), and senior status.

PSY 490 Independent Study in Psychology (2-4 Hrs.)
Selected topics by agreement with a member of the psychology faculty; topics, methods of study, and means of evaluation to be negotiated between student and faculty member. May be repeated without limit, but topics must differ. Prerequisite: PSY 301.

PSY 580 Practicum in Clinical Psychology (4-8 Hrs.)
Community placement for experiential learning of clinical skills; 16- to 52-week commitment of

16-20 hours per week, along with a weekly seminar at UIS. Students enrolling for the summer term must increase their on-site and seminar hours to compensate for the abbreviated summer term. May be repeated for a total of 12 semester hours. Prerequisites: PSY 541, PSY 542, PSY 544, PSY 545, and PSY 551.

PSY 589 M.A. Thesis/Project/Comprehensive Exam (1-4 Hrs.)
Classroom work culminating in an intensive individual project to demonstrate ability to formulate, investigate, and analyze a problem and to report on it in writing and orally. The closure exercise is evaluated by the instructor and the student's graduation committee. **Note:** If the closure exercise is not completed by the time that the initial four hours of credit are accumulated, students must register for one hour on an audit basis in all subsequent semesters until the exercise is completed.

PSY 590 Independent Research in Psychology (2-4 Hrs.)
Study of selected topic by agreement with a member of the psychology faculty; topics, methods of study, and means of evaluation to be negotiated between student and faculty member. May be repeated without limit, but topics must differ.

The following courses may fulfill some psychology requirements and/or electives. Students should consult their advisers.

SOA 461 Social Psychology:
Sociological Perspectives
LES 443 Psychology and Law

Public Affairs Reporting M.A.

Faculty — Mary Bohlen, Charles N. Wheeler III

The public affairs reporting program is designed for the student who wishes to specialize in news coverage of governmental affairs. A primary goal is for graduates to obtain employment in which they can report or interpret governmental activity for the population at large. The objectives of the year-long program are to graduate men and women who are able not only to understand and interpret public affairs but also to communicate with the clarity, accuracy, and speed demanded of deadline reporters of the highest rank. The program directs students to an investigation of the interactions between the news media and society and the news media and government and encourages students to expand the knowledge of such interaction through research and experimentation. Program faculty also expect that each graduate, whatever the skill level upon entering the program, be proficient in reporting, editing, and writing at graduation. The unique nature of the program is derived from the simultaneous pursuit of various goals; none is considered paramount.

Entrance Requirements

The program is open only to students who have completed the baccalaureate degree. Students are selected primarily on the basis of writing ability, interest in government and public affairs, potential for a career in journalism, and academic record.

The deadline for filing applications with the program director is April 1. Application forms may be obtained by contacting the program office. Applicants must submit samples of their written work, a narrative statement on why they feel qualified and want to enroll in the program, and three references. Applicants are required to take a literacy/competen-

cy and writing test and are interviewed by the PAR Admissions Committee, comprised of faculty and journalists.

Advising

The program director serves as principal adviser for PAR students, although special advising requests may be referred to other faculty members with particular expertise. After students are accepted into the program, they should contact their advisers for an appointment before initial registration.

Grading Policy

PAR students must receive a grade of B or better in any required course to receive credit toward the degree.

Program Requirements

The master of arts in public affairs reporting requires 40 hours of graduate-level course work. In the fall semester, students enroll in two required courses: PAR 501 Advanced Public Affairs Reporting (six hours) and PAR 405 Illinois Government and Politics (four hours). Students choose other courses after consultation with their advisers.

During the spring semester, students begin an internship with an experienced professional journalist covering state government and the Illinois General Assembly. This internship (12 credit hours) includes a weekly seminar. PAR 503 Legislative Issues (two hours) is also required in this semester. After consultation with the adviser, a student registers for other courses to maintain a full course load.

Students participate in the second phase of the internship (four credit hours) during the summer term (until July 1). This internship period is considerably more intense, as it coincides with the conclu-

sion of the legislative session. During the six-month internship, students receive a monthly stipend and tuition waiver.

Before graduation, students must complete a master's project, including preparation of a formal research paper on some phase of the media, state government, or public affairs, followed by development of one or more magazine-length articles or radio/TV documentary programs.

Required Courses

PAR 405 Illinois Government and Politics	4 Hrs.
PAR 501 Advanced Public Affairs Reporting	6 Hrs.
PAR 503 Legislative Issues	2 Hrs.
PAR 504 Internship I	12 Hrs.
PAR 505 Internship II	4 Hrs.
Electives	12 Hrs.
Total	40 Hrs.



Course Descriptions

*PAR 404 Media Law (4 Hrs.)

Legal privileges and limitations primarily affecting those who work in the media. Includes examination of free press and fair trial, obscenity, libel, right of privacy, access to the media, access for the media, contempt of court, and advertising law. See COM 404.

PAR 405 Illinois Government and Politics (4 Hrs.)

Policy-making process as it operates in Illinois. Major topics include constitutional structure, political culture, role of parties and interest groups, initiation of public policy, legislative process, role of the governor, politics of the budgetary process, and implementation of public policy. See POS 405.

PAR 501 Advanced Public Affairs Reporting (6 Hrs.)

Newswriting and reportorial techniques, including investigative reporting, journalism ethics, news analysis, and interpretation. Relevant, pertinent, and salient news standards are probed, with emphasis on coverage of governmental news. Prerequisite: Admission to the PAR program.

PAR 503 Legislative Issues (2 Hrs.)

In-depth study of key issues before the Illinois General Assembly. Offered during spring semester. Prerequisite: Admission to PAR program.

PAR 504 Internship I (12 Hrs.)

Practical experience in reporting public affairs. Each student is assigned to full-time work with an experienced journalist at the State Capitol. Students receive monthly stipend. Weekly seminar. Prerequisite: Admission to PAR program.

PAR 505 Internship II (4 Hrs.)

Continuation of PAR 504, but more intense in conjunction with the windup of the legislative session. Work supervised by media bureau chief and program director. Prerequisite: Admission to PAR program.

**Optional course for PAR students.*

Visual Arts

B.A.

Faculty – Robert Dixon, Mauri Formigoni, Christine Nelson

Associated Faculty – J. Michael Duvall, Larry Shiner

Adjunct Faculty – Olin Harris, Robert M. Sill

The visual arts program provides opportunity for studying the arts in a context that emphasizes acquiring skills in various studio disciplines as well as understanding historical and philosophical concepts in art.

Entrance Requirements

Since work at the upper-division level should not be a student's first exposure to organized training in the arts, students should have the A.A. degree in visual art (or equivalent schooling) and are expected to demonstrate basic competence in art through completion of a studio course during the first semester at UIS. Preliminary training should include six semester hours of art history survey, three semester hours of two-dimensional design, and three semester hours of drawing. Lack of these courses is considered a deficiency to be remedied during the first year at UIS. Other requirements for admission to the program are identical to general campus requirements.

Scholarships

The Bruce A. Magidsohn Memorial Scholarship and the Glosecki Memorial Scholarship are awarded annually to students in the visual arts program. See the financial assistance section of this catalog for information.

Advising

Students should consult a visual arts faculty member before registering for the first time. A permanent adviser should be chosen from among the program faculty before the end of the first semester of study. Students are urged to consult their faculty advisers before registering each semester and particularly before registering for the last semester of classes.

Grading Policy

Grading policy is determined by each instructor as appropriate to the individual course and is announced at the beginning of the course.

Assessment

Students wishing to enroll at UIS with a major in visual arts must make an appointment with a member of the program faculty to ascertain career goals, assess preparation and deficiencies for entering the program, make a plan of study, and review a portfolio of the students' artwork (actual pieces or slides).

Midway through the course of study, the student and adviser will make an additional assessment of the student's progress toward the degree.

The final proof of learning is the presentation of an exhibit of art work completed during the student's tenure at UIS, organized through ART 482 Professional Skills. A full faculty critique of this body of work completes requirements for the degree in visual arts.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

Applied study opportunities most frequently include community work in the graphic arts, photography, and art museums. ART 482 Professional Skills fulfills four hours of AST credit and is administered through the student's faculty adviser in accordance with approved program

requirements for the course. Students fulfilling this requirement should request guidance from their advisers.

Program Requirements

Specific requirements depend on the student's area of interest and are determined in consultation with the adviser.

Requirements for the bachelor's degree in visual arts are as follows:

Historical and analytical courses	12 Hrs.
Studio (at least four hours must be in an area outside concentration); professional skills required	24 Hrs.
Electives (eight hours must be in a field other than ART)	12 Hrs.
UIS Requirements (of which four hours must be ART 482 Professional Skills)	12 Hrs.
Total	60 Hrs.

Optional. Honors project in art studies (four hours). Requires faculty recommendation.

Tutorials. Available upon student request and with permission of instructor.

Students will be expected to provide their own supplies in many courses.

Visual Arts Minor

To earn a minor in visual arts, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at the University of Illinois at Springfield. Up to eight hours of transfer credit may be accepted.

One course in art history is required. Elective courses in visual arts must total 12 semester hours. This should include two courses in the visual arts studio area(s) that most closely fit the student's interests. Students should consult with a visual arts faculty adviser to ensure that they are meeting requirements as well as their individual needs.

Visual Arts Gallery

As an extension of classroom teaching,

the visual arts program sponsors exhibitions of regional artists, students, and faculty in the gallery located on the second floor of the Health and Sciences Building. Students are expected to attend openings and concurrent workshops to gain experience in seeing and exhibiting a variety of media and exposure to the work of professional artists. Student participation is encouraged both in installation and management procedures. Graduating students will present their senior exhibitions in the gallery.



Course Descriptions

ART 303 Ceramics (4 Hrs.)
Various techniques, including use of a potter's wheel, slab-building, and glazing. Also includes introduction to origin of ceramics and its properties.

ART 311 Painting I (4 Hrs.)
Fundamentals of acrylic painting materials and techniques, with emphasis on color theory. Prerequisite: Experience in painting.

ART 312 Painting II (4 Hrs.)
Emphasis on development of technique and style through experimentation with materials and concepts. Includes art hazards workshop. Prerequisite: Experience in painting.

ART 315 Photography I (4 Hrs.)
Students assist in formulating a photographic philosophy and theoretical issues through examination of their own work and the works and thoughts of professional photographers, both past and present. Camera (35mm) with adjustable focus, variable aperture settings, manually operable multiple shutter speeds, and "normal" or medium-short focus lens required. See COM 315.

ART 321 Life Drawing (4 Hrs.)
Traditional approach to drawing the human figure from live models, with emphasis on basic discipline as foundation for all other art work. Includes mastery of proportion, perspective, anatomy, chiaroscuro, movement, balance, and weight through these materials: charcoal, graphite, pen and ink, and conte crayon. Prior drawing suggested.

ART 322 Pastels (4 Hrs.)
Traditional and nontraditional techniques and styles of working with chalk pastels. Integrates aspects of both drawing and painting, with special emphasis on color and light. Prerequisite: Experience in drawing.

ART 332 Etching and Lithography (4 Hrs.)

Various intaglio techniques (etching, aquatint, engraving) and lithographic processes. Prerequisite: Experience in drawing or design.

ART 341 Sculpture I (4 Hrs.)

Designed for several approaches to form and its relationship to space. Emphasis on design and structure using various materials and approaches.

ART 342 Sculpture II (4 Hrs.)

Includes the use of clay and found objects. Designed to give the student an appreciation of sculpture through contemporary values. Prerequisite: ART 341, or equivalent.

ART 351 Ceramics I (4 Hrs.)

Designed to let each student develop skills with clay, including problems in ceramic design and construction, with emphasis on developing individual style and competencies. Also includes glaze preparation, clay body preparation, and kiln firing and techniques. Prerequisite: ART 303, or equivalent.

ART 352 Ceramics II (4 Hrs.)

Various techniques with earthenware, its properties, and its firing possibilities. Emphasis on clay and glazes for earthenware, oxidation, reduction. Exploration of raku included. Prerequisite: ART 303.

ART 372 Basic Video Production (4 Hrs.)

Theory, techniques, and equipment used in video production with emphasis on methods of camera operation and directing techniques through regular production assignments. See COM 352.

ART 406 Photography II (4 Hrs.)

Extension, development, and continuation of studies in black-and-white photography. Students should be increasingly able to generate their own ideas about the medium and work toward the production of a personal body of work. Expanded film and print manipulations, including solarization, sandwiched images, collage, and hand coloring. Prerequisite: ART 315. See COM 406.

ART 410 Special Studies in Ceramics (4 Hrs.)

Advanced studies in ceramics. Special projects to develop an individual's technical knowledge and style. Proposals are required, along with a journal.

ART 411 Painting III (4 Hrs.)

Development of personal expression and communication through making art as well as mastery of the medium. Prerequisite: ART 311, or ART 312.

ART 412 Painting IV (4 Hrs.)

Continued development of a personal style in painting, acquiring professional skills, and producing a consistent body of work. Prerequisite: ART 311, or ART 312, or ART 411.

ART 420 Special Studies in Sculpture (4 Hrs.)

Advanced studies in sculpture. Special projects to

develop an individual's technical knowledge and style. Proposals are required, along with a journal. Prerequisite: ART 341 or equivalent.

ART 422 Contemporary Drawing (4 Hrs.)

A variety of approaches to both materials and elements of drawing are presented by alternating faculty members from varied studio disciplines. May include traditional and nontraditional approaches, such as large scale, modular, progressive drawings, using smoke, light, paint or graphite.

ART 430 Special Studies in Printmaking (4 Hrs.)

Advanced studies in printmaking. Special projects to develop an individual's technical knowledge and style. Proposals are required, along with a journal. ART 332 or equivalent.

ART 436 Publication Design (4 Hrs.)

Elements of publication design. Emphasis on aesthetic development. Helpful to those who wish to design and publish posters, brochures, and other printed matter. Introduction to computer graphics. See COM 436.

ART 437 Advanced Publication Design (4 Hrs.)

Emphasis on developing skills for publication design. Advanced projects designing containers, posters, and catalogs are carried out. Students have the opportunity to work on campus or community design projects. Prerequisite: ART 436. See COM 437.

ART 438 Graphic Design (4 Hrs.)

Students will have an opportunity to work with new and traditional techniques in the design and production of printed material. Course will include hands-on laboratory experience. Processes used will include screen printing, offset lithography, high contrast photography, line conversions, posterization, and computer graphics. Prerequisite: ART 436, or permission of instructor. See COM 438.

ART 441 Sculpture III (4 Hrs.)

Work in three-dimensional media, with emphasis on developing skills in style and direction, using an applied approach to the material. Prerequisite: ART 341, or ART 342, and design.

ART 442 Sculpture IV - Contemporary (4 Hrs.)

Contemporary approach, with emphasis on developing skills in style and direction, using the applied approach to the material. Prerequisite: ART 342, or equivalent.

ART 443 New Genres (4 Hrs.)

Overview of and involvement with contemporary art ideas and materials, including recent developments in conceptual, installation, video, performance, sound, light, time, and site-specific art works. Prerequisite: Permission of instructor.

ART 450 Special Studies in Painting (4 Hrs.)

Advanced studies in painting. Special projects to

develop an individual's technical knowledge and style. Proposals are required, along with a journal.

ART 451 Ceramics III (4 Hrs.)

Investigates various research procedures and preparation of glazes and clay bodies, with emphasis on glaze testing and kiln firing techniques. Also designed to further develop skills in ceramic design and construction. Prerequisites: ART 303 and ART 351, or ART 352.

ART 452 Ceramics IV (4 Hrs.)

Various techniques with contemporary forms, properties of, and its firing possibilities. Emphasis on special effects in oxidation and reduction. Prerequisites: ART 303 and ART 351, or ART 352.

ART 453 Ceramics Technology (4 Hrs.)

Clay materials and chemicals, kiln building and theory, kiln firing (oxidation and reduction), testing and analyzing clay bodies and glazes. Not designed for pottery making other than that made for testing. Prerequisites: ART 303 and ART 351, or ART 352 and ART 451, or ART 452.

ART 454 Earthenware and Raku (4 Hrs.)

Study of the approaches and techniques applied to raku and earthenware, including formal approach to their glazes and firing possibilities. History as well as current trends will be discussed. Prerequisites: ART 303 and ART 351 or equivalent.

ART 455 Multi-Media Studio (4 Hrs.)

Studio opportunity to overlap two- and three-dimensional concerns and materials. Students with experience in one studio area may combine another, including video, sound, ceramics, sculpture, photography or printmaking. Prerequisite: Permission of instructor.

ART 460 Special Studies in Drawing (4 Hrs.)

Advanced studies in drawing. Special projects to develop an individual's technical knowledge and style. Proposals are required, along with a journal.

ART 463 Modern Art History (4 Hrs.)

Major trends in painting and sculpture, 1820-1945.

ART 464 Contemporary Art History (4 Hrs.)

Important trends in the arts, 1945 to the present.

ART 470 Special Art History Studies (4 Hrs.)

Various topics in art history. Special attention given to non-Western traditions and to topics related to the program's various studio courses.

ART 471 Philosophy of Art (4 Hrs.)

Nature and value of art including such issues as: How is art distinguished from non-art? Can there be objective judgments about art? How is art related to science, religion, and politics? Survey of major philosophical writings about art in the Western tradition. See CAM 432 and PHI 432.

ART 473 Video Field Production (4 Hrs.)

The development of technical skills as artistic tools through an examination of visualization and sequencing theory. Remote production and editing techniques are explored in actual production situations, along with analysis of the creative processes of videography and lighting. Prerequisite: ART 372. See COM 453.

ART 474 Documentary Production (4 Hrs.)

Aesthetic and creative elements of video production are studied through the history and impact of film and video documentaries. Students will produce their own documentary programs. See COM 454.

ART 475 Multimedia Production and Electronic Imaging (4 Hrs.)

An in-depth exploration of production methodologies and techniques for multimedia. Topics include development processes, authoring and interactivity, digital video, animation, imaging tools, sound tools, hardware, cross platform development, and electronic imaging. The main purpose of this course is to familiarize the student with the tools and techniques of this emerging industry and to assist the student with the development of critical thinking and creative skills. See COM 455.

ART 476 Advanced Video Production (4 Hrs.)

An opportunity for the student to show the culmination of his/her skills and thought processes through the development of a major video project. The student will combine the theoretical, technical, and creative aspects of video production on an individual basis and provide an analysis of the methods and techniques used. Prerequisites: ART 473 and permission of instructor. See COM 456.

ART 480 Special Studio Studies (4 Hrs.)

Advanced study in a specific studio area. Offered according to needs of students and qualifications of instructor. Areas may include pastels, bookworks, mixed media sculpture. Students may repeat course but may not repeat the same media or studio area.

ART 482 Professional Skills (4 Hrs.)

Art majors only. Must be taken last semester of senior year. Includes writing resume, press releases, statement of purpose, photographing, lighting and installing work, alternative documentation, active participation in gallery practices and exhibitions, awareness of hazardous materials, record keeping, and contracts and commissions. Current professional art journals will serve as texts. Fulfills four hours of applied study credit.

ART 489 Honors Project in Visual Arts (4 Hrs.)

Special projects of scholarly or creative nature conducted in close consultation with faculty adviser. Projects presented formally to visual arts faculty and students during final semester of residence. Prerequisite: Approval of a visual arts faculty member.

Women's Studies Minor

Faculty – Patricia Langley, Deborah Kuhn McGregor, Annette Van Dyke

Associated Faculty and Staff – Cecilia Cornell, Janis Droegkamp, Kathryn Eisenhart, Judy Everson, Marjorie Fonza, Nancy Ford, Larry Golden, Denise Green, Pam Hammond-McDavid, Hugh Harris, Barbara Hayler, Jacqueline Jackson, Maria Mootry, Karen Moranski, Rosamond Robbert, Pinky Wassenberg

Women's studies seeks to enable students to develop a cognitive and affective understanding of women in society in the past, present, and future. Focusing on women's experiences and perspectives, women's studies creates a new dimension in the education of women and men, a dimension that has implications well beyond the walls of the university. A special concern is to help women expand their abilities to function in and modify society through an integration of personal, intellectual, and action orientations.

The philosophy behind women's studies is to incorporate feminist perspectives throughout the curriculum. We draw from and develop women's studies courses within other programs whenever possible. Many women's studies courses are interdisciplinary and most are jointly listed with other programs. In addition, several public affairs colloquia – such as Issues in Women's Health; Women and the Law; and Women, Men, and Mental Health – are offered regularly. Beyond sponsoring academic courses relating to women, the Women's Studies Committee seeks to provide a flexible and supportive environment for women and men who are continuing their educations.

Degree Possibilities

Students in programs throughout UIS may take women's studies courses as electives or may pursue a minor in women's studies through completion of 16 hours of WMS course work. In addition, students may pursue a self-designed B.A. or M.A. degree relating to women's studies through the liberal studies program or the individual option program, respectively. Women's

studies faculty assist students in planning a course of study, as well as in identifying experiential learning opportunities.

Graduate students enrolled in 400-level women's studies courses should expect to demonstrate graduate-level competencies (especially in communication, research, analysis, and integrative skills) and to complete extended and advanced projects and/or readings.

Women's Studies Minor

To earn a minor in women's studies, students must complete a minimum of 16 semester hours, at least 8-10 hours of which must be upper-division course work taken at the University of Illinois at Springfield. The program may approve the transfer of a maximum of two lower-division courses. Remaining hours must be from 300- to 500-level courses at UIS. Students may use life and work experience to gain credit through the credit for prior learning program.

Students must complete one course in each of three areas: introduction to women's studies or feminist theories (WMS 401, WMS 411, or equivalent), minorities or an international course on women (WMS 403, WMS 453, WMS 463, WMS 475, or equivalent), and library research on women or action research (WMS 402, WMS 415, or equivalent).

A course cannot be applied to more than one area. An elective that deals with women should be taken in the student's major field of study. If there is no course in the major field, the elective must explore the new scholarship on women and must be approved by the student's WMS adviser.

Students seeking a minor in women's studies must select an adviser from among the women's studies faculty who will assist in designing a program of study appropriate to their needs.



Course Descriptions

Core Courses

WMS 401 Contemporary Issues in Women's Lives (4 Hrs.)

Interdisciplinary investigation of the lives and contributions of diverse women in contemporary society. Provides a basic framework for understanding the women's movement and attempts to connect public policy issues with the personal experiences and concerns of women.

WMS 402 Library Research on Women: Interdisciplinary Resources (4 Hrs.)

Develops library research skills in interdisciplinary studies of women. Both hard copy and computer access will be emphasized. Recommended to accompany courses involving research projects and to complement programs without a specific library research course. See SOA 417.

WMS 403 Minority Women: Issues and Perspectives (4 Hrs.)

The experience of women of color is at the center of this course. Interdisciplinary consideration of the intersection of race, class, and gender in the lives of women past and present. See AAS 403.

WMS 411 Feminist Theories (4 Hrs.)

Various feminist theories, such as liberal, radical, and socialist, as well as perspectives of lesbian women and women of color. Stresses differences between feminist and traditional political analysis, as well as relations between theory and action. See SOA 408 and PHI 411.

WMS 412 Women, Organizations, and Social Change (4 Hrs.)

Examines how women make social change and identifies women who have contributed to social justice. Attempts to empower students with the skills and confidence necessary to engage in the process of change in the community and individual lives. Explores feminist skills in leadership, coalition-building, consensus decision-making, and diversity based on race, class, age, disabilities, ethnicity, religion, and sexual orientation.

WMS 415 Women's Studies Practicum (2-4 Hrs.)

Group or individual research or community action

projects relating to women. Projects designed jointly by students and faculty. Regular participation in colloquium, practicum journal, and research paper/project report required.

WMS 460 Special Topics in Women's Studies (2-8 Hrs.)

Selected topics in women's studies, to be announced each time course is offered. Variable credit; may be repeated for different topics.

WMS 480 Independent Study in Women's Studies (2-8 Hrs.)

Variable credit; individually arranged tutorial on special issues in women's studies.

General Courses

WMS 422 Violence Against Women and Children (4 Hrs.)

Examines the two most common crimes against women and children: sexual assault and abuse and domestic violence. Includes analysis of research documenting the frequency of these assaults, their legal definition and treatment, legal and social service responses, the nature of the offender, victim services and treatment, and local community resources. See CRJ 422.

WMS 423 Counseling Women (4 Hrs.)

Specialized biological, psychological, and social issues that affect women. Explores theoretical assumptions, counseling practices, and process variables that may apply differently to or affect women in counseling therapy. Identifies skills facilitative to women in general and to particular subgroups of women. Prerequisite: SWK 411. See SWK 423 and HDC 423.

WMS 432 Sociology of Families (4 Hrs.)

Contemporary U.S. families in historical and cross-cultural context. Emphasizes varied family forms, work/family roles, political and policy questions, and selected public issues such as heterosexuality, inequality, and abuse. See SWK 432 and SOA 432.

WMS 434 Women and Work (4 Hrs.)

Role of women workers participating in the American labor force, their status and roles, their satisfaction and alienation, and the part they play in the labor movement. See LAR 434.

WMS 445 Law and Inequality (4 Hrs.)

The role of law and the legal system in creating, maintaining, and reducing inequality, with emphasis on race, class, and gender inequality in the United States. The relationship between law and the legal system and political/economic institutions and ideologies. See LES 404, POS 421, and SOA 425.

WMS 446 Family Law (4 Hrs.)

Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child sup-

port and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform, and the impact of the women's rights movement. See SOA 454, HDC 446, SWK 446, and LES 446.

WMS 447 Women in American Law (4 Hrs.)
Identification of sexism in American law, including constitutional standards of equal protection, impact of the proposed ERA, employment and educational issues, family and procreative concerns, and women and crime. See LES 447.

WMS 448 Law and Literature (4 Hrs.)
Individual conscience and the duty to obey and disobey law; concept of property, especially the ownership or exploitation of racial minorities and women; issues of justice through readings and discussions of literature. See LES 456.

WMS 449 Nondiscrimination Laws in Employment (4 Hrs.)
Development and implementation of nondiscrimination laws in employment, including hiring, firing, promotion, terms and conditions, benefits and pay. Focus on protective labor laws, veteran preference, harassment, and due process requirements in employment. See LES 449 and ADP 452.

WMS 451 Social Psychology of Women (4 Hrs.)
Empirical research and phenomenological descriptions of five key areas of female psychology: biology, personality, social roles, sexuality, and mental health. Special emphasis on power differentials between the sexes as they relate to achievement, self-esteem, and identity formation. See PSY 435 and SOA 451.

WMS 452 Sociology of Gender (4 Hrs.)
Analyzes creation, maintenance, and enforcement of female and male roles. Socialization processes, cultural definitions, major social institutions, and structured social inequality. See SOA 452.

WMS 453 Women Across Cultures (4 Hrs.)
Interdisciplinary analysis of the status and condition of women in cross-cultural perspective. Explores how women are changing their familial, economic, social, and policy roles. Emphasis on Third World. See SOA 453.

WMS 454 The History of the Family (4 Hrs.)
The modern family in comparative and historical perspective. Selected themes – changing patterns of sexuality, high rate of divorce, shifting kinship relationships – explored historically to understand their present importance. See SWK 454 and HIS 454.

WMS 455 Women in American History (2-4 Hrs.)
Issues and themes (production, reproduction, socialization, and women's movements) from colonial times to the present. Self-paced course empha-

sizing thinking and writing skills as well as content. See HIS 445.

WMS 457 Comparative Women's History (4 Hrs.)
Women's history in England, Russia, China, Vietnam, and the U.S., with survey of areas in which conventional historical insights and methods need reinterpretation. See HIS 457.

WMS 458 Women, Health, and Healing (4 Hrs.)
Traces the history of health and medicine with an emphasis on the status of women. Studies women as healers, medical practitioners, and patients across cultures and in the United States. See HIS 458 and NUR 458.

WMS 461 Major Women Writers (4 Hrs.)
Novels by such major female authors as Austen, the Brontës, Eliot, Woolf, Wharton, Lessing, and Cather. See ENG 461.

WMS 462 Images of Women in Literature (4 Hrs.)
Literary works created by women through the ages. See ENG 460.

WMS 463 Native American Women's Literature and Culture (4 Hrs.)
Novels, short stories, poetry, and literary and cultural criticism by Native American women writers, such as Paula Gunn Allen, Leslie Marmon Silko, Joy Harjo, and Louise Erdrich. See ENG 460.

WMS 464 Women's Spirituality (4 Hrs.)
Exploration of women's spirituality through novels, poetry, autobiographies, and essays by such authors as Gloria Naylor, Starhawk, Mary Daly, Audre Lorde, Judith Plaskow, and Carol Christ. Emphasis on students developing their own spiritual autobiographies. See ENG 460.

WMS 465 Woman-centered Literature (4 Hrs.)
Examines works by women authors who identify themselves emotionally and/or erotically with other women, such as Radclyffe Hall, Rita Mae Brown, Dorothy Allison, Audre Lorde, and Jane Rule. Course emphasizes both the literature and its social history. See ENG 460.

WMS 471 The Politics of Women's Sexuality: Loving Women (4 Hrs.)
This interdisciplinary course examines the nature, history, and politics of lesbianism as a sexual orientation with attention to the ways in which race, class, and age intersect with heterosexism. Specific areas include lesbian psychology and mental health, coming out, marriage and families, love and sexuality, community and culture, homophobia, and legal rights and politics.

WMS 475 Women in China (4 Hrs.)

Past and present roles and status of women in urban and rural society, including changes in expectations and reality as traditional Chinese social and economic practices were revolutionized by impact of the West and by political forces emerging within an often turbulent history. See HIS 475.

WMS 483 Women and the Mystery Novel (4 Hrs.)

Special emphasis on women writers, including Sayers, Christie, March, Cross, and James. See ENG 483.

College of Public Affairs and Administration

Glen Hahn Cope, Dean

The College of Public Affairs and Administration is at the forefront of the campus' missions of public affairs and service within the context of liberal arts and professional education. The college serves the capital city and the state of Illinois well in preparing its students to enter the workforce with a multidisciplinary approach to public service education and experiential learning. The College of Public Affairs and Administration has a three-part mission: (1) to educate students for careers in fields related to public service in public, private, and nonprofit organizations through strong liberal arts-based undergraduate, professional master's degree, and doctoral programs; (2) to conduct scholarly research projects and contribute to the development of knowledge in the areas of faculty expertise through publications, presentations, and other activities; and (3) to contribute to the community, state, nation, and the world through public service activities.

The Institute for Public Affairs, a research, training, and public service unit, is an integral part of the college. In addition to the research and public service activities carried out by the Illinois Legislative Studies Center, the Center for Legal Studies, the Office of Policy and Administrative Studies, and other units, the IPA administers the Graduate Public Service Internship and Illinois Legislative Staff Internship programs. These internships and other graduate research assistantships within the IPA offer students opportunities for experiential learning as well as financial support for graduate study.

Degrees, Minors, and Concentrations

The college offers a wide variety of academic degree and graduate certificate programs in eight academic disciplines. These include bachelor's degrees in criminal justice, health services administration, legal studies, and political studies; and master's degrees in community arts management, environmental studies, legal studies, political studies, and public administration. The college also offers the only doctoral program on the UIS campus, the doctor of public administration.

In addition to these degree programs, the college offers undergraduate minors in criminal justice, environmental studies, health services administration, international studies, labor relations, and political studies, and a thematic area in energy studies. The Graduate Certificate in Public Management Practices offers specializations in public sector labor relations, environmental risk assessment, and management of nonprofit organizations.

Degree and certificate programs are offered by the college in traditional classroom environments in daytime, evening, and weekend classes and through distance learning video and asynchronous Internet formats.

Community Arts Management M.A.

Program Faculty – Hilary Anne Frost-Kumpf

Associated Faculty – Michael Ayers, Larry Shiner, William Siles, Donald F. Stanhope

Adjunct Faculty – Joan Briccetti, Bea Foley, Pam Hammond-McDavid, Richard Huff, Estie Karpman, John Dale Kennedy, Richard Schuldt, Kent Smith, Roberta Volkmann

The community arts management program was established in the fall of 1973 and offers a two-year course of instruction leading to the master of arts degree. The curriculum includes leadership development in arts administration through general management and planning skills, as well as knowledge and skills specifically pertinent to the arts. These include awareness of art forms; ability to examine aesthetic issues and make aesthetic decisions; an understanding of the similarities and differences between producing and distributing an aesthetic product and an industrial one; familiarity with the peculiarities of nonprofit and government management systems; and knowledge of sources of funding and earned income. Although the program focuses on management of multi-arts organizations such as community and state arts agencies, arts centers, and service organizations, the competencies acquired have enabled graduates to pursue careers in orchestra, theater, museum, and dance company management as well.

Entrance Requirements

The program prefers that applicants have an academic background or working experience in the arts. At least two years' work experience (not necessarily in the arts) is an important consideration for entry to the program. Written and spoken communication skills must also be demonstrated. Enrollment is selective; a maximum of 15 students is admitted each year. Limited enrollment allows each program participant to benefit from individ-

ual counseling.

In addition to completing the standard UIS application forms for admission to graduate study, students desiring admission to the community arts management program need to complete a specific program application process. Directions and forms are available from the community arts management program. The GRE is not required.

Grading Policy

If balanced by an equal number of hours of A, a maximum of eight hours of C is applicable toward the master's degree. A or B work is required for degree credit in any CAM-prefix course.

Program Requirements

Students generally plan to complete the degree program in one and one-half or two full years. The program offers two options.

In the first option, the first three semesters of course work and local internships are spent in Springfield. During the fourth semester of the program, students participate in a field experience that may be a full-time, ongoing paid position or a position particularly designed for the student. Field experience guidelines developed by the program describe the monitoring process and the final written report or product.

In the second option, two additional internships and a project paper replace the field experience.

It is possible to complete all requirements in one and a half years if a field

experience is completed during the summer.

Closure Requirements

Students are also required to write a master's project paper as part of CAM 574 Master's Project. This paper is reviewed by a faculty committee established in accordance with campus regulations. Students must enroll in a total of four hours of CAM 574 for credit; however, they may accrue the total in increments. Campus policy requires that students be enrolled in at least one semester hour of master's project credit each semester after they have begun their master's closure exercise until that exercise is completed. For CAM students this means that if the project is not completed by the end of four hours of enrollment in CAM 574, students must register for one hour on an audit basis each semester until the project is completed.

Special Program Features

The CAM program has been designed to ensure a balance of theory and practical work experience that stimulates inquiry, self-criticism, learning, and growth and that emphasizes spoken and written communication.

With the counsel and approval of faculty, students choose an arts organization – such as the Illinois State Museum, Springfield Art Association, Springfield Theatre Centre, Springfield Ballet, Illinois Symphony, Sangamon Auditorium, Springfield Area Arts Council, the Illinois Arts Council, or the Missouri Arts Council – with which to work eight hours per week. From the beginning of their course of study in the program, students have the opportunity to increase their skills, to observe the working dynamics of arts organizations, and to compare management experiences within an academic setting.

The CAM program offers paid graduate assistant and internship opportunities with the Sangamon Auditorium, the campus' performing arts center. Other paid

opportunities are frequently negotiated with area nonprofit and cultural organizations, and many CAM students are placed in graduate assistantships across the campus.

Course Requirements

To satisfy requirements for the master of arts degree in the three semester resident/one semester field experience format, students must complete the following CAM courses:

CAM 486 Legal Aspects of Nonprofit Organization Management*	2 Hrs.
CAM 504 Arts Administration	4 Hrs.
CAM 506 Public Policy and the Arts	4 Hrs.
CAM 508 Marketing for Non-profit Organizations	4 Hrs.
CAM 509 Fund Raising and Resource Development	2 Hrs.
CAM 512 Research Methods	2 Hrs.
CAM 521 Internship I	2 Hrs.
CAM 571 Field Experience or	6 Hrs.
CAM 523 Internship III and	2 Hrs.
CAM 524 Internship IV	4 Hrs.
CAM 574 Master's Project	<u>4 Hrs.</u>
Total	30 Hrs.

All students must also complete one of the following four-hour credit courses: CAM 531 Performing Arts Management, CAM 532 Museum/Art Center Management, ADP 502 Organization Dynamics, or COM 463 Organizational Communication.*

All students must also complete the following support courses or demonstrate competency in their subject matter:

ACC 505 Financial Management for Nonprofit Organizations	4 Hrs.
CAM 432 Philosophy of Art*	<u>4 Hrs.</u>
Total	42 Hrs.

*Graduate students enrolled in 400-level courses will be required to perform at a higher level than undergraduates.

An additional program requirement is demonstrated knowledge of the use of computers in arts organizations' functions.

At the discretion of the program, required and support courses listed may be waived and other courses substituted in consideration of student background and learning needs. Such waivers do not reduce the total number of hours specified by the program. Many CAM students earn a certificate in the Management of Nonprofit Organizations concurrently with a master's degree in community arts management. The certificate program is described on p. 303 of this catalog.



Course Descriptions

CAM 432 Philosophy of Art (4 Hrs.)

Nature and value of art, including such issues as: How is art distinguished from non-art? Can there be objective judgments about art? How is art related to science, religion, and politics? Survey of major philosophical writings about art in the Western tradition. See ART 471, PHI 432.

CAM 483 Arts and Education (4 Hrs.)

Development, implementation, and evaluation of art and education programs. Exploration of aesthetic issues, strategies of teaching and relationship to arts organizations as well as to schools. Designed for teachers, arts administrators, and volunteers.

CAM 486 Legal Aspects of Nonprofit Organization Management (2 Hrs.)

Provides a comprehensive overview of the legal problems typically faced by nonprofit arts organizations. Topics include organization structure, taxation, copyright, employee relations, contracts, lobbying, and liability exposures of board and staff. See LES 486.

CAM 504 Arts Administration (4 Hrs.)

Examination of the theory and practice of arts administration as a profession. Stresses the development of skills through case study analysis and the various functions of planning, organizing, staffing, leadership, and evaluation. Several public presentations are required.

CAM 506 Public Policy and the Arts (4 Hrs.)

Examination of issues that affect the emergence of public sector arts organizations at the national, regional, state, and local level, such as the role of legislation and advocacy in the functioning of contemporary arts organizations.

CAM 508 Marketing for Nonprofit Organizations (4 Hrs.)

Examination of the theories of strategic marketing for nonprofit organizations. Topics include consumer behavior, market segmentation, marketing research, market strategy and planning, distribution and delivery systems, communication strategies, and grant/proposal writing. Students will complete an in-depth marketing project.

CAM 509 Fund Raising and Resource Development (2 Hrs.)

Designed for practitioners, volunteers, and students interested in modern fund raising for nonprofit organizations. History, principles, theories, and practical application of fund raising and proposal writing techniques are explored as well as legal and moral implications. A thorough examination of the public sector's funding structures is also made.

CAM 512 Research Methods (2 Hrs.)

Examination and analysis of appropriate research methodology and program evaluation procedures generally encountered in sponsoring and supporting arts research.

CAM 521 Internship I (2 Hrs.)

Supervised internship with workshops in professional development and skills building.

CAM 522 Internship II (2 Hrs.)

Continuation of CAM 521 with a different arts organization.

CAM 523 Internship III (2 Hrs.)

Replaces field experience for students who elect the four-semester residency option.

CAM 524 Internship IV (4 Hrs.)

Required along with CAM 523 for students who elect the four-semester residency option. Includes a final project and/or written report.

CAM 531 Performing Arts Management (4 Hrs.)

Discussion of presenting the performing arts and managing facilities with emphasis on marketing, ticket office operations, artist relations, contract negotiating, booking arrangements, and scaling the house. Overview of backstage concerns, audience comforts, administrative functions, and operational models, rentals, promoters, budgeting, staffing, and fund raising.

CAM 532 Museum/Art Center Management (4 Hrs.)

Exhibition development, program planning, organization, funding, promotion, and general management practice.

CAM 571 Field Experience (6 Hrs.)

Supervised work experience in a professionally managed arts organization. Follows completion of

resident course work. Field project and/or written report required.

CAM 574 Master's Project (1-4 Hrs.)

Development and completion of the master's project. Meets for first eight weeks of the semester; individual meetings with instructor during second eight weeks. **Note:** If the project is not completed by the time the initial four hours of

credit are accumulated, students must register for one hour on an audit basis in all subsequent semesters until the project is completed.

CAM 590 Directed Study (1-6 Hrs.)

Supervised individual or group project in a specialized area otherwise unavailable. Regular meetings with instructor are required.

Criminal Justice

B.A.

Faculty — Ernest Cowles, Steven A. Egger, Barbara J. Hayler, Beverly Rivera, Robert Schehr

Adjunct Faculty — Kevin Eack, Robert Jones, Ellen Schanzle-Haskins, Steve Kossman, Bruce Liebe, Kathy Swaar

The criminal justice program is designed to meet the needs of students interested in studying the American system for administering justice as well as those who are pursuing professional careers in public and private social service or criminal justice agencies. The program provides all students with an understanding of the multiple functions of the criminal justice system and related social service agencies, presents a variety of perspectives on the purposes and activities of criminal justice institutions, and places criminal justice within a broad societal context.

The CRJ curriculum is interdisciplinary, drawing on a variety of liberal arts and professional areas of expertise. Students entering the program take a core curriculum that allows them to become familiar with a broad range of perspectives, methods, and content areas in the criminal justice field. Because of the program's flexible structure, students are able to pursue individual interests within the CRJ curriculum. CRJ majors may use their general electives to obtain a minor or to develop an interdisciplinary specialization in consultation with their advisers.

Graduate students pursuing a degree in another program may wish to incorporate advanced CRJ courses in their programs of study. Students are encouraged to consult with their major advisers and the criminal justice program regarding this opportunity.

Entrance Requirements

Prospective majors must apply to and be admitted to both the CRJ program and UIS. They must have an overall GPA of

2.50 in lower-division course work to be admitted to the program. Students who are admitted to UIS but who do not meet the admissions standards of the CRJ program may be conditionally admitted in order to demonstrate their ability to successfully complete upper-division classes. The CRJ program requires each conditionally admitted student to meet with a program faculty member to obtain approval for his or her first semester schedule and may impose other special conditions.

Prospective majors are encouraged to complete as many of their general education requirements as possible at the lower-division level, including nine hours in the social science area. Although the criminal justice major has no lower-division prerequisites, many students take at least one course in criminal justice at the lower division to explore the field. Students may use lower-division courses to satisfy up to eight hours of criminal justice electives in the major. (See the section headed "Lower-division Courses" for more information on this option.)

A conditionally admitted student's application for admission to the CRJ program can be reconsidered after completion of the first one or more semesters at UIS. Students who wish to reapply must complete a program application form (available in the CRJ program office) and provide a copy of their first semester grades. Conditionally admitted students must receive grades of C or better in their approved first-semester courses to be fully admitted to the CRJ program. Registration in a CRJ course or courses does not constitute admission to the CRJ degree program.

Advising

Because the criminal justice program has established prerequisites for some of its required courses, a student must consult with an adviser before registration. New students should contact the CRJ program office for an advising appointment. All students must contact their advisers regularly to ensure that their studies meet their individual educational objectives and satisfy all graduation requirements. The CRJ program student handbook, available at orientation and from the program office, contains useful information on program policies.

Communication Skills

In accordance with UIS policy, all CRJ majors are required to complete assignments to assess reading and writing skills during their first semesters. The results of these assessments will be made available to students through their advisers and will be used to guide students in planning their schedules and work loads.

Each student is required to prepare a portfolio of written work to be used for the review and certification of written communication skills. The communication skills portfolio is made up of assignments completed in CRJ 309 Administration of Justice and CRJ 340 Research Methods in Criminal Justice. Students normally complete these courses during their first two semesters at UIS.

The portfolio is assessed by the program faculty as a whole. Students who are not certified on the basis of this portfolio are required to complete skill-development programs. These may include courses at UIS or additional courses at the lower-division level for which degree credit is not granted. For this reason, the communication skills portfolio should be submitted by full-time students by the end of the second semester, and by part-time students by the time 28 semester hours of upper-division courses are completed. The communication skills portfolio must be submitted and approved by the CRJ

program before a student can enroll in the required senior seminar (CRJ 480).

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

The CRJ program requires that majors complete eight semester hours of applied study term and four semester hours of public affairs or liberal studies colloquia. The AST is an integral part of the criminal justice degree and field experiences related to classes, clinical experiences, or on-the-job experiences are valued highly. In consultation with their advisers and the AST office, students may select from a variety of challenging experiences.

Applied study experiences have been designed around many aspects of the criminal justice system, including national, state, and local law enforcement agencies, state's attorneys' offices, public defender activities, pre-sentence investigations, probation supervision, corrections and detention facilities, counseling, and victim compensation programs. Students have also worked with a variety of human service, investigative, and research organizations in both the public and private sectors. CRJ majors have the opportunity to work with the many state agencies and criminal justice training centers located in Springfield.

CRJ majors must normally complete all 300-level CRJ core courses before being approved to enroll in the AST. Students on academic probation are not eligible to enroll in an AST. Under special circumstances, the CRJ program will consider requests to enroll in a Project AST or to waive some or all of the eight-hour requirement. Students considering a waiver must discuss it with their faculty advisers and submit a student petition and an AST waiver form for review and approval by their advisers and by the program.

Program Requirements

The bachelor of arts in criminal justice requires 60 upper-division semester hours. Students are expected to satisfy all program requirements. Students seeking to substitute equivalent courses for specific required courses must make a formal request using a campus student petition form. While a student's adviser may be helpful in identifying equivalent courses, only the program committee has authority to approve substitutions.

Major Requirements

CRJ Core Courses	24 Hrs.
CRJ Electives	16 Hrs.

(up to 8 hours may be satisfied at the lower-division level)

UIS Requirements

Electives	12 Hrs.
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Any 300- or 400-level courses; at least 8 hours must be non-CRJ courses

Total	60 Hrs.
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Core Requirements

There are 24 hours of core courses required of all students unless equivalences are approved by program faculty. Course work in the core courses is as follows:

CRJ 309 Administration of Justice	4 Hrs.
CRJ 311 Law and Legal Processes	4 Hrs.
CRJ 312 Policing in America or	
CRJ 313 Correctional Systems	4 Hrs.
CRJ 340 Research Methods in Criminal Justice	4 Hrs.
CRJ 421 Advanced Criminology Theories	4 Hrs.
CRJ 480 Senior Seminar	4 Hrs.

CRJ majors must receive a grade of C or better in all required core courses. A grade of C- does not satisfy this requirement.

Students are expected to demonstrate competence in the use of computers for word processing, database, and spreadsheet applications. Students who have not

taken an appropriate course at the lower-division level may meet this requirement by taking CSC 318 Computer Literacy at UIS or by successfully completing the program's competency-based exam.

Lower-division Courses

Because academic work at the University of Illinois at Springfield is considered to be a continuation of the student's previous education, allowances are made for the application of lower-division credits in criminal justice toward the major in criminal justice.

Students who have earned a B or better at another institution in lower-division criminal justice courses beyond an introductory course may use those courses as the basis for a reduction of up to eight hours in the total number of hours in criminal justice required of program majors. Lower-division courses that are specified as recommended transfer courses in the Illinois Articulation Agreement automatically qualify as CRJ electives under this policy. Students seeking to use any other course must submit a student petition to the CRJ program with a copy of the course syllabus attached. This provision reduces the number of criminal justice electives that a major must take at UIS, but students must still meet the total of 60 upper-division hours required for graduation.

Criminal Justice Minor

To earn a minor in criminal justice, students must complete a minimum of 16 upper-division semester hours, at least 12 hours of which must be taken at the University of Illinois at Springfield. Required courses include CRJ 309 Administration of Justice and one other 300-level course from the program core. Eight hours of CRJ electives selected by the student in consultation with a CRJ faculty adviser are also required. Up to four hours of upper-division CRJ electives may be accepted as transfer credit with program approval. Any student wishing to declare a CRJ

minor must first meet with a program faculty member to discuss requirements.



Course Descriptions

Core Courses

CRJ 309 Administration of Justice (4 Hrs.)

Underlying principles and processes of the criminal justice system, with emphasis on the interdependence of law enforcement, prosecution, courts, and corrections. Relationship between criminal justice agencies and social groups and communities.

CRJ 311 Law and Legal Processes (4 Hrs.)

Analysis of legal issues and policies in criminal justice, including court authority and organization, criminal law and procedure, legal rights and responsibilities of criminal justice personnel, and the provision of social services. Constitutional limits on law and police powers in the U.S.

CRJ 312 Policing in America (4 Hrs.)

Critical analysis of the role and function of American law enforcement. Consideration of the police role in a democratic society, historical development and heritage of policing, organizational models and methods of service delivery, theories of patrol and investigation, occupational socialization of police, ethical dilemmas for police. Prerequisite: CRJ 309.

CRJ 313 Correctional Systems (4 Hrs.)

Foundations and development of adult and juvenile correctional systems. Organization and operation of jails, prisons, and community-based programs. Corrections issues include pre-trial diversion, social control, alternatives to incarceration, post-release issues, and the study of inmate and correctional officer cultures. Prerequisite: CRJ 309.

CRJ 340 Research Methods in Criminal Justice (4 Hrs.)

Problem definition, proposal writing, designing studies, information gathering, and data interpretation. Attention given to research design, sampling techniques, interviewing, questionnaire or survey instrumentation, and observation-participation techniques. Prerequisite: Completion of general education math requirement and permission of instructor.

CRJ 421 Advanced Criminology Theories (4 Hrs.)

Classical and modern theories of crime; social and economic factors in criminal behavior; crime formation and control; exploration of the justice

system; evaluation of treatment of offenders. All elements of criminology viewed critically. Prerequisite: CRJ 309 and permission of instructor. See SOA 421.

CRJ 480 Senior Seminar (4 Hrs.)

A seminar for CRJ majors in their final semester. Builds on students' knowledge of criminal justice policy, theory, and practice. Addresses all program exit requirements, including assessment in the major. Students will prepare a major research paper and make a formal presentation. This paper must deal with criminal justice public policy. In addition to cognitive integration and implications for practice, this seminar will provide the basis for exit assessment of writing, research, and communication skills. Prerequisites: CRJ major, CRJ 340, and permission of instructor.

Electives

CRJ 301 Fundamentals of Criminal Justice (4 Hrs.)

Crime and justice in the United States. Purposes and activities of the major institutional components of the criminal and juvenile justice systems. Historical background and contemporary development of criminal justice. Selected policy issues and their value implications, including legal problems and responsibilities likely to be faced by citizens. Intended for students with little or no college-level work in criminal justice; not accepted toward satisfaction of criminal justice program degree requirements except by petition.

CRJ 321 Juvenile Delinquency (4 Hrs.)

Theoretical explanations of juvenile delinquency with critical view of their value in the field, followed by practical and analytical view of juvenile justice systems in operation. See SOA 321.

CRJ 324 Problems of Intervention: Law Enforcement and Human Services (4 Hrs.)

Responsibilities of community members and criminal justice professionals, including those in helping agencies, in dealing with persons under stress; intervention situations involving marriage and family problems, alcoholism, and suicide; child neglect and abuse; truancy; and advocacy.

CRJ 336 Justice and Juveniles (4 Hrs.)

Children in families and in community institutions and their interaction with the juvenile justice system, including the range of programs and institutions concerned with child abuse and neglect, minors in need of authoritative intervention, and criminal offenses committed by juveniles. Attention to both theory and practice.

CRJ 409 Criminal Justice Policy Analysis (4 Hrs.)

Intensive examination of selected problems and policies in the criminal justice system, implica-

tions of existing policies, models for change, and program evaluation issues.

CRJ 417 Criminal Procedure (4 Hrs.)
Criminal procedure at the state and federal levels through case law and policy studies. Constitutional requirements and statutory provisions. See LES 477.

CRJ 418 Substantive Criminal Law (4 Hrs.)
Selected aspects of criminal law and policy with particular emphasis on Illinois criminal code. Topics include legal elements of crime, analysis of specific crimes and categories of crime, criminal responsibility, criminal defenses. See LES 478.

CRJ 419 Judicial Process (4 Hrs.)
Social science literature on judicial process in the United States with emphasis on Illinois. Major topics include legal culture, court structure, litigation, legal profession, trial and appellate courts, impact and compliance, and criticisms of the process. See LES 411 and POS 417.

CRJ 422 Violence Against Women and Children (4 Hrs.)
Examines the two most common crimes against women and children: sexual assault and abuse and domestic violence. Includes analysis of research documenting the frequency of these assaults, their legal definition and treatment, legal and social service responses, the nature of the offender, victim services and treatment, and local community resources. See WMS 422.

CRJ 423 Study of Being Different: "Deviant Behavior" (4 Hrs.)
In-depth look at issues in sociology of deviance and social control, including topics such as lifestyles, extremism, lawbreakers, and social capacity to handle deviance. Labeling theory approach. See SOA 423.

CRJ 424 Juvenile Detention (4 Hrs.)
In-depth analysis of a specific type of juvenile justice institution in juvenile corrections. Examines the history, philosophy, and present overall situation in juvenile detention. Provides students with an opportunity to use a local institution to develop treatment and programming skills through field experience and clinical observation. Prerequisite: CRJ 313 or CRJ 321 and permission of instructor.

CRJ 425 Counseling (4 Hrs.)
Counseling as a model helping relationship and its potential for criminal justice personnel. Includes techniques, theoretical concepts of counseling relationships and strategies, basic interviewing skills, the role of the helper, and components of personal change.

CRJ 428 Juvenile Law (2 Hrs.)
Laws and legal practices governing children and

youth, particularly those from poor families who need assistance, wards of the courts, and juvenile offenders. Rights of children, youth services available, and institutional practices and laws governing these. See LES 448.

CRJ 431 Correctional Policies and Practice (4 Hrs.)
Analyzes policies and value questions in correctional situations, decision making in sentencing, and classification. Includes procedures and routine practices in correctional institutions but focuses on community-based programs with an emphasis on creative diversion. Extensive analysis of probation and parole and of the implications of current policies and practice for the correctional practitioner in the immediate future. Prerequisite: CRJ 313 or permission of instructor.

CRJ 432 Alternatives to Incarceration (4 Hrs.)
Examines probation and parole systems, including staffing, services, current operation, and potential for reform. Considers ways to expand community-based alternatives to detention centers and prisons. Existing programs such as work and education release, transitional centers, home detention, and group programs are studied, as well as possible alternatives that have not been implemented. Prerequisite: CRJ 313 or permission of instructor.

CRJ 435 Restorative Justice (4 Hrs.)
Examines the principles of the restorative justice approach to criminal justice and punishment, including attention to both offenders and victims of crime. Addresses issues of social and community reintegration, including the role of restitution, mediation, and community values.

CRJ 436 Restorative Justice Practicum (4-8 Hrs.)
Participation in a restorative justice project involving mediation and direct provision of services to victims and criminal offenders. Emphasis on application of knowledge to practice, and implications of practice for theory. May be used to satisfy AST requirement with permission of adviser. Prerequisites: CRJ 435 and permission of instructor.

CRJ 441 Electronic Resources and Research in Criminal Justice (2 Hrs.)
Exploration of the range of criminal justice resources and information available through Internet, the World Wide Web, and related electronic tools. Use of computer resources in the criminal justice field. Course includes use of resources to research a specific topic.

CRJ 442 Law Enforcement Administration and Management (4 Hrs.)
Examines major elements of law enforcement

administration and management. Special attention is given to organizational theory compared to the "real world" of law enforcement organizations. Readings taken from administration and management research and organizational theory. Prerequisite: CRJ 312.

CRJ 451 Investigative Concepts and Analysis (4 Hrs.)

Organizational and logical components of investigation as they relate to policy formulation and decision making in specific situations. Definition and analysis of fact-finding problems in various settings, including criminal incidents; security of people, buildings, and situations; sentencing decisions; personnel selection; issue identification.

CRJ 452 Serial Murder (4 Hrs.)

Focuses on the elusive phenomenon of serial murder. Current issues and problems in serial murder research will be discussed. Different law enforcement responses to serial murder will be reviewed and analyzed. Case studies will be presented. The extent and prevalence of this problem in the U.S. and internationally will be addressed.

CRJ 453 Psychology of the Offender (4 Hrs.)

Psychological makeup and individual characteristics of various types of criminal offenders.

CRJ 454 Organized Criminal Activity (4 Hrs.)

Types of organized criminal activities and the social, political, and economic effects of these activities. Examines the role of criminal justice practitioners in combating this problem. Prerequisite: CRJ 309 or permission of instructor.

CRJ 455 Security Administration (4 Hrs.)

Development of security programs with a survey of principles, procedures, and techniques employed by protective services practitioners. Includes historical, philosophical, and managerial considerations using industrial, commercial, and governmental models.

CRJ 461 Comparative Criminal Justice Systems (4 Hrs.)

Comparative analysis of justice systems throughout the world, including the U.S. system. Comparative components include definitions of criminal conduct, transnational crime, legal systems, policing, prosecution, courts, and punishment

principles and institutions. Comparative analysis includes examination of similar issues across international boundaries.

CRJ 462 Future of Crime and Justice (4 Hrs.)

Overview of the principles, premises, and priorities of futures research. Examines alternative scenarios of society and their implications for law enforcement, criminal courts, and correctional strategies. Provides students with awareness of the significance of major historic societal changes and their impact on crime and criminal justice. Prerequisites: Completion of at least 12 semester hours of CRJ courses.

CRJ 465 Substance Abuse: Resources and Policy (4 Hrs.)

Examines substance abuse in context of contemporary society; assessment techniques related to substance abuse; approaches to intervention by criminal justice professionals; resources and responses. Major policy issues relating to privacy, legalization, and resource allocation.

CRJ 467 Crime and Film (4 Hrs.)

Critical analysis of media imagery with specific emphasis on multiple ways in which film-based conceptions of crime are articulated and interpreted. Students are introduced to literature of cultural criticism and to contemporary sociological and criminological analyses of media presentations of crime. Course examines patterned "frames" used by film directors and screen writers as they relate to myths about crime and criminals.

CRJ 470 Special Topics (2 or 4 Hrs.)

Selected topics of special interest to the criminal justice field. Topics vary from semester to semester. May be repeated, but topics must vary.

CRJ 490 Criminal Justice Problems and Research (2 or 4 Hrs.)

Structured group study of special topics not offered in the regular curriculum. Small groups of students may arrange for special courses on otherwise unavailable topics.

CRJ 499 Tutorial (1-4 Hrs.)

Independent study on selected topics by agreement with a member of the criminal justice faculty. Topics, methods of study, and means of evaluation to be negotiated between student and faculty member.

Environmental Studies M.A.

Faculty – Stephen Becker, Alexander J. Casella, Edward L. Hawes (emeritus), Malcolm P. Levin, John Munkirs, Charles Schweighauser, Luther Skelton, William D. Warren

Associated Faculty – Gary Butler, Phillip Gregg, David G. Jenkins, William Martz, Robert McGregor, William Siles, Gary Trammell, Pinky Wassenberg

Adjunct Faculty – Christopher Burger, Roger Kanerva, Greg Michaud, Gary Rolfe, Charles Smith

The goal of the environmental studies program is to enhance society's ability to create an environmentally acceptable future. Program faculty with diverse backgrounds in the social and natural sciences and in the humanities are committed to developing interdisciplinary approaches to environmental problem solving. The primary objective is to educate citizens and professionals who are aware of environmental issues and their origins, causes, effects, and resolutions.

The curriculum is designed for students to gain an understanding of ways to balance social and economic needs with environmental realities, to learn how to use resources imaginatively for sustained yields, and to become aware of the role of values in issue formulation and policy making. Objectives to be reached are (1) understanding key environmental problems; (2) enhanced awareness of human dependence on the environment; (3) knowledge of historical roots of environmental problems and impact of human activities over time; (4) skill in stating issues in environmental policies and actions; (5) basic literacy in the natural and social sciences and the humanities as they contribute to an understanding of environmental affairs; and (6) ability to evaluate short- and long-term solutions to environmental problems.

Environmental Studies Minor for Undergraduates

The environmental studies program provides course work for undergraduates

who wish to acquire a basic environmental background. This work is especially valuable for students who desire to investigate environmental issues and perspectives to complement their major and/or who wish to prepare for graduate work in an environmental or related field.

To earn a minor in environmental studies, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at the University of Illinois at Springfield. Core courses include ENS 351 Introduction to Environmental Studies and BIO 371 Principles of Ecology. Students must complete two of the following elective courses: ENS 412 World Environmental Thought, ENS 418 American Environmental History, ENS 440 Issues in Environmental Studies, ENS 462 Environmental Physical Geography, ENS 463 Our Changing Climate, ENS 464 North America, ENS 465 Europe: A Continent in Change, ENS 467 Environmental Oceanography, ENS 468 Environmental Geology, ENS 477 Expressions of American Naturalism. The ENS program may approve up to eight semester hours of lower- and upper-division transfer credit.

The Master's Degree

The principal emphasis of the M.A. degree in environmental studies is on professional education. Each student selects from one of the two formally approved concentrations or one of the five specializations. The two concentrations are environmental administration and environ-

mental planning. The five specializations are: energy; environmental education, interpretation, and history; environmental economics; environmental sciences (which includes general science, risk sciences, and toxics as options); and water resources and management. These concentrations and specializations are designed for people who intend to enter the job market for the first time, as well as for mid-career professionals.

Faculty believe that decisions affecting human and natural environments require professionals who can understand environmental problems in depth, who have the technical expertise to explore possible solutions, and who can plan and execute responsive action programs. Master's candidates are asked to compare and to evaluate data and concepts and to synthesize them using comprehensive methodologies.

Entrance Requirements

Students with a bachelor's degree from accredited colleges and universities will be considered for admission to the M.A. program following an examination of their applications by the Graduate Admissions Committee. Full admission requires a GPA of at least 3.00 (on a 4.00 scale). Students with a GPA between 2.50 and 3.00 will be considered for conditional admission. If the Graduate Admissions Committee recommends conditional admission, the student is expected to complete satisfactorily (B or better) ENS 551 and ENS 552 during his/her first year in the program.

All applications for admission to the environmental studies program must include a letter of application that discusses the student's academic and vocational goals, GRE scores in the General Examination, and two letters of recommendation from an educator or an employer. Complete transcripts should be sent to the admissions office as part of the application for admission to UIS. The Graduate Admissions Committee will make its decision after an application file is complete.

Applicants will be notified of their status as soon as possible. For further information about admission requirements, contact the ENS program.

Advising

During the first semester of study, each student selects a faculty adviser who assists the student in defining objectives, in selecting courses within the framework of concentration and specialization requirements, and in developing the master's thesis or graduate project and internship.

In conjunction with his/her adviser, the student must prepare an educational plan before completing ENS 553 Seminar I. Completion of ENS 553 is contingent on completion of the educational plan, which is submitted to the program chair for final approval.

Concentrations

Environmental Administration. Instruction is provided to prepare students to become professionals in agencies and organizations with environmental mandates and programs. Theoretical and practical policy issues are examined to prepare students for professional service in the various state and federal areas of environmental management.

Environmental Planning. This concentration provides instruction in environmental analysis and planning for the use of land and other resources. Planning methodologies and procedures are major components in this concentration. Computer cartography, geographic information systems (GIS), and spatial statistics are presented. Students learn to prepare and to implement plans and policies that facilitate sustainable programs for managing environmental resources.

Specializations

Energy. Energy studies is a synthesis created from traditional disciplines. This specialization will prepare students for careers in government agencies, utilities, nonprofit organizations, and private industry. A balance of technical and policy issues is offered.

Environmental Education, Interpretation, and History: This specialization prepares students for primary and secondary environmental education, environmental interpretation, indoor and outdoor museum management, and environmental history.

Environmental Economics: Natural, human, and cultural resources have for centuries been "...the stepchild of economic thought." Nonetheless, resources have for centuries provided the foundation for both the power and wealth as well as the security of the human family. In this concentration the production, distribution, and consumption of natural, human, and cultural resources will be examined. Specific attention will be focused on the ways in which the economic knowledge that has been both created and discovered over the last several centuries can be used to evaluate and assess environmental concern and policies.

Environmental Sciences: The environmental sciences options build on the foundation competencies typically acquired by undergraduate science majors. This specialization contains three options: general science option, risk sciences option, and environmental toxics options (which include solid waste, hazardous substances and toxins). Thus, some knowledge of organic chemistry, algebra, statistics, geology, and biology is required for admission to this concentration.

Water Resources and Management: Laws and procedures that regulate the development and management of surface and ground water resources are the primary focus. Regulations pertaining to water quality are an additional major consideration.

Program Requirements

The master's degree in environmental studies requires 48 hours of graduate-level work, including two integrative core courses, a seminar, and a graduate project or thesis. Detailed requirements vary according to the concentration selected.

All students must complete ENS 546

Concepts of Ecology or its equivalent. This course can be taken at UIS as a graduate course and counted as an elective in the student's concentration. Students who have taken an undergraduate course in ecology, including a laboratory component, may request a waiver of this requirement.

Integrative Core

(8 Hrs.)

All candidates must take the two integrative core courses during their first two semesters of study. These are ENS 551 Environmental Natural Sciences and ENS 552 Environmental Social Sciences and the Humanities. Both courses are offered in the fall and spring semesters.

Seminar in Environmental Studies

(4 Hrs.)

Students are required to enroll in ENS 553 during their second semester. ENS 554 will be taken during the student's final year. Enrollment in ENS 510 Thesis or ENS 520 Graduate Project is contingent on enrollment in or completion of ENS 554.

Concentration/Specialization Core Requirements

(12-20 Hrs.)

Detailed advising sheets for the two concentrations and five specializations are available on request. These advising sheets outline required and suggested courses in each concentration and specialization.

Closure Requirement

Every graduate degree candidate is required to complete a closure exercise demonstrating mastery of some area in the major field of study. ENS students may select one of the following closure exercises:

1) either eight credit hours of ENS 520 Graduate Project or eight credit hours of ENS 510 Thesis, with no internship (ENS 530);

2) four credit hours of ENS 530 Internship combined with either four credit hours of ENS 520 Graduate Project or

four credit hours of ENS 510 Thesis; or

3) ENS 556 Comprehensive Examination (no credit hours).

M.A. candidates, with the assistance of their advisers and graduate committees, are required to develop a thesis or major graduate project unless they choose the comprehensive examination closure option. For many students, the culminating experience of graduate-level work is a formal thesis. Other students develop a substantial and carefully designed graduate project, such as an interpretive plan for a nature center, an exhibit for a museum or visitors' center, a film or multimedia show with supportive materials, a laboratory research project, or a finished and well-researched draft of environmental legislation or policy. The thesis or project is defended in an oral examination before the graduate committee.

Environmental studies faculty believe that a period of time working in an environmental agency or organization can be a vital part of professional training. Students in the Graduate Public Service Internship program may count up to four hours of their special internship seminar, ADP 460 or 480, toward the internship.

Students must enroll in a total of eight hours of master's closure exercise for credit; however, they may accrue the total in increments. After beginning a closure exercise, students are required by campus policy to be enrolled in at least one semester hour of closure exercise each semester until the exercise is completed. For ENS students, this means that if the closure exercise is not completed by the end of eight credit hours, students must register to audit ENS 510 Thesis or ENS 520 Graduate Project (as applicable) for one credit hour in all subsequent semesters (except summers) until the exercise is completed.

Comprehensive Examination Option

The comprehensive examination option requires 48 hours of graduate courses. No credit is given for the comprehensive examination. The details for this option are as follows:

a. Forty-eight hours of course work will be concluded by a comprehensive examination that will include both written and oral components.

b. The comprehensive examination will be based on ENS 551 Environmental Natural Science, ENS 552 Environmental Social Sciences and the Humanities, ENS 546 Concepts of Ecology, and the course work in the student's concentration core.

c. The student will be responsible for any courses he/she has had waived.

d. The written part of the comprehensive examination will be prepared by the student's adviser in consultation with all of the student's instructors and graduate committee.

e. The written part of the comprehensive examination will be graded by the faculty members on the student's graduate committee. The written examination will be taken on the UIS campus and will require a minimum of six hours on one day. The overall grade on the written examination must be a B or better. In the event of a lower grade, an opportunity to pass a second comprehensive examination will be offered. In the event of a second failure on the comprehensive examination, there is no further opportunity to advance to a graduate degree in the ENS program.

f. The oral part of the comprehensive examination will be conducted by the faculty members on the student's graduate committee. It will be based on the written part of the comprehensive examination. A pass/fail method will be used for the oral.

g. The comprehensive and oral examinations will be recorded on the student's transcript. No credit hours will be given.

h. Students selecting the comprehensive examination must sit for the examination during the semester in which the student completes course work or during the semester immediately following (excluding summer).

Grading Policy

A maximum of eight hours of C grades is applicable to a degree, provided they

are balanced by an equal number of A grade hours.

Student's Educational Plan

Development of an educational plan in a standard format is a key activity on which student and adviser work closely. The plan indicates the courses for the chosen concentration or area of study. The plan includes a proposal for the thesis or graduate project. Students are expected to demonstrate how the plan is appropriate for their backgrounds, aspirations, and needs. The program chair approves the plan. Amendments may be made during the course of study with the adviser's approval.

Graduate Committee: In consultation with the student, the graduate committee reviews the completed thesis or graduate project proposal and final product.

Variances and Waivers: Courses that the student wishes or needs to take are listed in the educational plan; variances sought from requirements must be indicated. Courses in other programs that are not crosslisted or that have been taken at other institutions of higher education must also be listed. All variances must be approved by the adviser and program chair.

Graduate Certificate in Public Management Practices – Environmental Risk Assessment

Risk assessment is a frequently used tool in environmental analysis. The Graduate Certificate in Public Management Practices – Environmental Risk Assessment provides students with the professional education necessary to perform risk assessment operations in their agencies and industries. Students will also relate risk assessment methodologies, procedures, and results to environmental policies.

Students complete 16 credit hours for the certificate: ENS 421 Environmental Economics, ENS 521 Environmental Risk Assessment, ENS 522 Risk Assessment:

Air, Land, and Water, and ENS 523 Risk Assessment Practicum.

In addition to the courses described below, the environmental studies program offers courses from the U of I at Urbana-Champaign's natural resources and environmental sciences program as needed.



Course Descriptions

ENS 351 Introduction to Environmental Studies (4 Hrs.)

Basic processes and dynamics of ecosystems and development of societal values pertinent to earth resources. Major environmental questions examined, along with options and implications involved in resolution.

Senior/Graduate

ENS 403 Transportation Problems and Planning Procedures (3 or 4 Hrs.)

Primary attention is given to the American metropolitan transportation problem. Basic transportation planning methodologies are presented and transportation energy efficiency is evaluated. Case studies on transportation problems are presented.

ENS 404 Techniques of Environmental Planning: Remote Sensing and GIS (4 Hrs.)

Applications of remote sensing that apply to environmental planning are examined. Computer mapping procedures that are relevant to environmental planning are presented.

ENS 411 Introduction to Environmental Education (4 Hrs.)

Presents an overview of K-12 environmental education content and strategies for teaching K-12 students about the environment. Students will explore the identification, evaluation, and application of instructional resources for K-12 environmental education.

ENS 412 World Environmental Thought (4 Hrs.)

Examines human reactions to natural surroundings in a variety of cultural contexts, including ancient Chinese, Hindu, African, Native American, and Judeo-Christian. Compares and contrasts attitudes concerning the value of wilderness and the exploitation of natural resources. Considers the problem of understanding nature and our relationship with nature as human beings. See HIS 459.

ENS 418 American Environmental History (4 Hrs.)

Thematic and chronological approach to American land and natural resource use since 1600, including interactions of political institutions, governmental policies, technologies, and beliefs. Focus on conflicts between exploitation and conservation. See HIS 438.

ENS 421 Environmental Economics (4 Hrs.)

Basic theoretical tools necessary to examine current environmental problems from an economic standpoint. Covers externalities, cost assignment, and environmental problems associated with economic growth. See ECO 474.

ENS 422 Energy Resource Economics (4 Hrs.)

Production, consumption, and distribution of both static and dynamic energy resources. Examines the problems of economic growth, environmental issues, and energy policy in energy development. Calculation of benefit-cost of conservation investment included.

ENS 431 Energy Resources and Technology (4 Hrs.)

Basic concepts of technological energy systems, historical use, current practices, future potential, and ultimate limitations, including economic and energy efficiency considerations. Comparison of centralized (hard) and decentralized (soft) technologies.

ENS 432 Environmental Negotiations (4 Hrs.)

This course deals with the full range of negotiation skills and situations. Practical experience from case studies and presentations by speakers show how these negotiations really happen. Student role playing provides hands-on use of the skills and techniques.

ENS 440 Issues in Environmental Studies (1-4 Hrs.)

Examines a variety of environmental issues such as climatic change, conservation, and energy and resource management. Environmental studies graduate students may not use this course for satisfying program requirements.

ENS 444 Aquatic Biology (4 Hrs.)

Fundamentals of freshwater biology, including abiotic-biotic interactions, aquatic ecosystem structure and function, relationships among organisms. Lecture and lab. Prerequisite: Ecology. See BIO 444.

ENS 445 Biology of Water Pollution (4 Hrs.)

Effects of organic wastes, industrial chemicals, and nonpoint source pollutants on aquatic flora and fauna and humans. Laboratory involves detection and measurement of water pollution by toxicity testing and field sampling. See BIO 445.

ENS 447 Environmental Chemistry (4 Hrs.)

Use of chemical principles in understanding processes that occur in the environment. Ecological problems of a chemical nature are analyzed. See CHE 431.

ENS 449 Environmental Toxicology (4 Hrs.)

Study of effects of toxic chemicals on the environment. Included are sources, transport, chemical behavior, and toxic mechanisms of environmental pollutants. See CHE 465.

ENS 462 Environmental Physical Geography (4 Hrs.)

Physical elements of the landscape with attention to climate and weather, water balance, landforms, soils, and vegetation. Interrelationships between environmental elements and influence on changing natural landscape and environmental problems.

ENS 463 Our Changing Climate (4 Hrs.)

Examines processes that cause the earth's climates to change. Focuses on the role of humans as active and passive agents of climatic change. Future potential ecosystem and landscape changes are discussed.

ENS 464 North America (4 Hrs.)

Cultural, economic, and physical patterns of North America with evaluation of regional characteristics and problems. Selected applications of regional planning techniques.

ENS 465 Europe: A Continent in Change (4 Hrs.)

Examines changing geographic and resource relationships. Special attention is given to supranational organizations such as NATO, Common Market, etc. Regional planning activities examined.

ENS 467 Environmental Oceanography (4 Hrs.)

Environmental aspects of oceans, including their origins; ocean floor geology; properties of sea water; tides, currents, and waves; beaches; estuaries; basic aspects of marine ecosystems; and resources of marine environments. Environmental problems stressed.

ENS 468 Environmental Geology (4 Hrs.)

Relationships between humans and the geological environment, using examples from Midwestern natural history as case studies. Topics include geologic principles, ground water, energy, minerals, mining, pollution, and preparing decisions regarding the geologic environment.

ENS 474 Environmental Perception (4 Hrs.)

Study of perception of and responses to natural environments. Analysis of the eye and other senses as perceptual systems; landscape interpretations; concepts of aesthetics; and environmental metaphors, images, and symbols.

ENS 476 Environmental Ethics: Science, Religion, and the Environment (4 Hrs.)

Explores the relationships between scientific concepts, religious teaching and beliefs and environmental issues and values. Topics include traditional religious view of nature; ecological theology; spiritual deep ecology; ecology, religion, and current political movements; science and religious beliefs; science and the supernatural; science and "new age" movements; the role of science vs. religion in environmental ethics. A seminar/discussion format will be used.

ENS 477 Expressions of American Naturalism (4 Hrs.)

Historical and literary sources, with artistic representations, in chronological order, to uncover growth and change of American attitudes toward the natural environment. Selections from Jefferson, Cooper, Audubon, Emerson, Thoreau, Whitman, Cather, Sandburg, Frost, and others.

ENS 481 Introduction to Environmental Administration (4 Hrs.)

Designed to provide the student with background concerning the problems and processes of environmental administration and the opportunity to examine and discuss administrative problems in the context of emerging world views of politics and economics.

ENS 482 Solid Waste: Technology and Policy (4 Hrs.)

Solid waste handling, recovery, recycling, and conservation in light of Federal Resource Conservation and Recovery Act.

ENS 483 Environmental Policies: National Environmental Policy Act (4 Hrs.)

In-depth study of the environmental impact statement (EIS) process in the National Environmental Policy Act. Case studies analyzed; EIS on new projects researched and written.

ENS 484 Environmental Policies: Air Quality (2 Hrs.)

Clean Air Act of 1989 and amendments and their effect on improving air quality. Analysis of administrative procedures, standards, and regulations, as well as case studies.

ENS 485 Environmental Policies: Water Quality (2 Hrs.)

Clean Water Act of 1987 and amendments and their effect on water quality. Analysis of administrative procedures, standards, and regulations, as well as case studies.

ENS 486 Hazardous Substance Control (4 Hrs.)

The nature of the threat of hazardous substances in the post-World War II era is reviewed. Laws, regulations, and enforcement procedures are studied, and present and potential public policy solutions are considered.

ENS 487 Water Resource Policy and Administration (4 Hrs.)

Water needs; water hazards such as flooding, erosion, and drought; water in ecosystem maintenance; and water/energy relationships with regard to present and potential policies.

ENS 488 Environmental Law (4 Hrs.)

Surveys the major federal statutes and regulatory schemes relating to environmental quality; analyzes and compares the contrasting approaches to regulation that have been used. Focuses on the interaction of law and policy and considers the roles of Congress, the regulatory agencies, and the courts in defining and implementing environmental mandates. See LES 484, POS 423, MPH 427.

ENS 489 Pollution Prevention (4 Hrs.)

Continued environmental progress is becoming focused on preventing pollution as opposed to controlling pollution. This new approach changes the way in which people deal with environmental pollution. Basic principles and practices of pollution prevention are studied, as well as practical applications for business and consumers.

Graduate Courses**ENS 501 Environmental Planning: Land and Resource Use (4 Hrs.)**

Origins of environmental planning; methods of preparing environmental plans including analysis, formulation of land-use policies, design, and influences of institutional constraints.

ENS 502 Land Use Planning: Principles and Practices (4 Hrs.)

Examines procedures and methodologies for preparing land use plans. Analytical tools for evaluating land-use planning data are presented. Links between land use and transportation are examined.

ENS 503 The Development of Planning Theory (4 Hrs.)

Development of a paradigm where planning theory is examined from an evolutionary perspective, with focus on conceptual elements that have influenced formulation of goals and objectives in city and regional planning. Seminar method used.

ENS 504 Environmental Modeling with GIS (4 Hrs.)

The course's primary focus is on environmental modeling within a GIS setting. Planning problems and spatial analysis techniques are stressed. Course uses a lecture/lab/seminar format. Prerequisites: ENS 404 or ENS 555 or consent of instructor.

ENS 511 Museum/Historic Sites Methods (4 Hrs.)

Collection management and conservation, research and registration, interpretive and educa-

tional programming, exhibit preparation, and administration. Explores collection development practice in the past and current concept of collecting "today for tomorrow." Uses indoor and outdoor museums. See HIS 511.

ENS 521 Environmental Risk Assessment (4 Hrs.)

Introduction to the many aspects of risk assessment, the relationship between risk assessment and public policy and the perception of risk. Students will be expected to work out elementary problems in risk and exposure assessment. See MPH 527.

ENS 522 Risk Assessment: Air, Land, and Water (4 Hrs.)

Investigates risk assessment methodologies of terrestrial, waterborne, and airborne pollutants. Case studies, computer models, and extant data considered. Prerequisites: ENS 521, or permission of instructor.

ENS 523 Risk Assessment Practicum (4 Hrs.)

Subject matter to include identification and assessment of hazardous and toxic materials, site assessment, cleanup, and management strategies, and legal, policy, and economic applications in a real situation using extant data. This is the final course in the risk assessment sequence. Prerequisites: ENS 421, ENS 521, and ENS 522.

ENS 524 Environmental Decision Making (4 Hrs.)

Decision analysis techniques to accommodate uncertainty. Decision models and computer techniques used to structure, make, and analyze decisions. Methods to model uncertainty presented. Environmental issues and policies emphasized. Strategies for creative problem solving and management under uncertainty developed.

ENS 525 Site Bioremediation/Remediation (4 Hrs.)

Limitations and applicability of bioremediation/remediation as emerging and current technologies for rescuing contaminated soil and ground water. Processes are discussed in depth as are the distribution (phase partitioning) of contaminants into various subsurface compartments.

ENS 526 Risk Management and Communication (4 Hrs.)

Risk management decision and options. Public health, economic, ethical, social, and political consequences of decisions. Decision stakeholders, techniques of decision communication, and implementation of choices. Quality assurance and quality control tools.

ENS 527 Project Management (4 Hrs.)

A systematic approach to planning, scheduling, controlling, and evaluating projects of all sizes. Using decision theory, systems theory, and case

studies to develop a total quality method to address all the elements of project management. Management of environmental projects is emphasized. Prerequisite: ENS 555 or permission of instructor.

ENS 531 Appropriate Energy Technology: Theory and Applications (4 Hrs.)

So-called "appropriate technologies" (such as solar, wind, and biomass) from perspective of technological and economic applicability and social impact. Detailed analysis of hard versus soft energy paths and their consequences. Prerequisite: ENS 431.

ENS 532 Photovoltaics and the Solar Hydrogen Economy (2 Hrs.)

The generation of energy from light and natural motion, the conversion of energy to hydrogen, and the storage and transportation of energy in the hydrogen molecule is studied and considered in technical, political, and economic context. The solar-hydrogen economy is used as a case example of developing new high technology energy sources. Public policy implications are stressed.

ENS 533 World Carbon Fuels (2 Hrs.)

A review of carbon fuels, including a historical background; the evolution and current status of the industry, reserves, and production; the political economy of carbon fuels; future prospects; and relevant environmental problems with carbon fuels. Each student will select a specific issue area for intensive work. Prerequisite: ENS 431 and ENS 422, or permission of instructor.

ENS 540 Topics in Environmental Studies (1-4 Hrs.)

Intensive study of a current environmental issue. Description of topic for a given semester will be stated in course schedule. Course may be repeated for an indefinite number of credit hours, but topics must differ.

ENS 546 Concepts of Ecology (4 Hrs.)

Structure and function of ecological systems, including basic ecological principles and concepts, habitat analysis with focus on populations in terrestrial and aquatic ecosystems, and collection and analysis of biological data. Laboratory work required.

ENS 551 Environmental Natural Sciences (4 Hrs.)

Scientific knowledge required to understand and to solve environmental problems. Basic concepts of geology, physics, chemistry, biology, and ecology explored to bring the biological and physical world into perspective as an integrated continuum of structures, processes, and functions.

ENS 552 Environmental Social Sciences and the Humanities (4 Hrs.)

Concepts and methods of anthropology, history,

economics, political science, psychology, geography, and literature explored in integrative fashion. Focus on understanding processes, patterns, and alternatives of relationships of society to the biophysical world.

ENS 553 Seminar I (3 Hrs.)

Introduces students to a wide range of contemporary environmental topics and prepares students for independent research. Students will research several specific areas, prepare papers, and give oral presentations. Course focuses on improving the following skills: writing, research, verbal critical debate, critical thinking, editing, and group participation. Seminar style with extensive student participation. Students must take this course during their first year of graduate studies.

ENS 554 Seminar II (1 Hr.)

Assists students in developing a research proposal for their graduate thesis or project. Typical research designs and methodologies will be introduced and discussed. The student will be assisted in the selection of a thesis/project topic and an appropriate research design. Completion of a formal draft research proposal will be required. Program faculty will discuss their professional interests and current research projects. Seminar style, with extensive student participation. Students should take this course at the beginning of the second half of their graduate studies. Must be completed prior to, or taken concurrently with ENS 510 or ENS 520. Prerequisite: ENS 553.

ENS 555 Analytical Tools for the Environmental Sciences (4 Hrs.)

Applied statistics and analytical techniques including Monte Carlo simulation, linear programming, spreadsheets, best-fit, distribution models, decision trees, process models and simulations, and forecast applications. GIS technology and applications will be explored. Stresses extant data. Team taught by ENS faculty. Prerequisite: Graduate standing.

ENS 556 Comprehensive Examination (0 Hrs.)

Preparation for and completion of written and oral comprehensives. Satisfies M.A. closure requirement. Prerequisite: Permission of instructor.

ENS 561 Foundations of Epidemiology (4 Hrs.)

Introduction to epidemiological concepts and methods. Considers the meaning and scope of epidemiology and the uses of morbidity, mortality, and other vital statistics data in the scientific appraisal of community health. See MPH 511.

ENS 562 Analytical Epidemiology (4 Hrs.)

Presents the fundamental concepts, principles,

and methods of observational epidemiologic research. Practical issues in the design, conduct, and analysis of epidemiologic studies, as well as theoretical issues in the analysis and interpretation of research findings will be discussed. Intended for students interested in epidemiologic research. See MPH 514.

ENS 571 The Sangamon River Valley: A Sense of Place (6 Hrs.)

In-depth study of natural and human histories of the Sangamon River Valley; extensive use made of local materials, resource people, and field experience. For elementary, middle, and high school teachers, teachers-in-training, and teachers-to-be.

ENS 581 Environmental Policy and Administration (4 Hrs.)

Environmental policy development and implementation using in-depth integrative approaches. Seminar method used.

ENS 582 Energy Policy and Planning (4 Hrs.)

Planning methodology and theory with regard to technological imperatives and policy potential. Energy systems examined in administrative and public policy context, including effect on natural and human-made environments.

Research

ENS 500 Graduate Research (1-4 Hrs.)

Advanced investigation of specific interaction between people and environment. Student must have permission of the environmental studies program faculty member under whom the work will be done. Substantial research paper required for credit; maximum of eight hours may be applied toward M.A. degree.

ENS 510 Thesis (1-8 Hrs.)

Note: If the thesis is not completed by the time the initial eight hours of credit are accumulated, students must register for one credit hour on an audit basis in all subsequent semesters until the thesis is completed.

ENS 520 Graduate Project (1-8 Hrs.)

Note: If the project is not completed by the time the initial eight hours of credit are accumulated, students must register for one credit hour on an audit basis in all subsequent semesters until the project is completed.

ENS 530 Internship (1-4 Hrs.)

Health Services Administration

B.A.

Faculty — Kathy DeBarr, Shahram Heshmat

Associated Faculty — Hugh Harris, Michael Quam

The health services administration program prepares students for entry into positions in health administration, policy analysis, program development, and service coordination in health services organizations. The program broadens, updates, and sharpens health administrative knowledge and skills for individuals currently employed in the health field.

The Bachelor's Degree

The health field in the United States today encompasses more organizations, spends more dollars, and employs more people than any other field. With expenditures for health currently a significant part of our gross national product, new emphasis is being placed on the need for coordination and competent management of health system resources. The health services administration program at the University of Illinois at Springfield focuses on this need for skilled health system managers. In particular, the B.A. degree emphasizes the development of job entry managerial skills.

Competent and knowledgeable people are needed in public and private health service organizations, financing organizations, health planning organizations, governmental regulatory agencies, professional groups, funding organizations, voluntary health organizations, trade associations, and public health agencies.

Entrance Requirements

Admission to the health services administration program is granted by the program faculty and requires prior admission to UIS. Students wishing to enter the program should consult with a member of

the HSA faculty well in advance of anticipated enrollment.

Those seeking admission to the program must meet UIS entrance requirements. In addition, the student must submit one letter of recommendation from an employer, peer or educator, a professional goal statement, and a copy of all college and university transcripts. Admission to the program is based on the student's entire record, with no one aspect given decisive weight.

Prospective students are strongly encouraged to obtain application information well in advance of their first terms of study. Completed applications should be received four weeks before the beginning of the semester in which the student intends to enroll. Application materials may be obtained from and should be returned to: Admissions Committee, Health Services Administration Program, PAC 322, University of Illinois at Springfield, P.O. Box 19243, Springfield, IL 62794-9243.

Advising

Students should consult a health services administration faculty member before registering for the first time. A permanent adviser from among the program faculty should be chosen before the end of the first semester of study. All students must consult with their advisers before registering for each semester of classes. A student may select another adviser at any time. Undeclared majors may register for HSA courses only with permission of the instructor.

Students who are employed full time are strongly urged to take no more than eight hours of course work per semester.

UIS Requirements

Students must choose (with adviser's approval) 12 hours from the campuswide public affairs colloquia, liberal studies colloquia, and applied study term. These hours must include at least four hours in each of at least two of these areas. Students without substantial health care management experience are required by program policy to complete four semester hours of either HSA 350 Health Services Administration Applied Study Term or AST 303 Legislative Applied Study Term.

Prerequisite Courses and Competencies

Students must demonstrate computer competency in word processing and spread sheet applications, have had two semesters of college English or the equivalent, math beyond intermediate algebra, and college statistics or the equivalent. Students without competency in these areas must arrange with their advisers to satisfy these requirements.

Program Requirements

Program requirements for the B.A. degree are as follows:

HSA 301 Introduction to Health Services	4 Hrs.
ACC 311 Administrative Uses of Accounting Information	4 Hrs.
HSA 325 Social Dimensions of Illness	4 Hrs.
HSA 332 Health Administration Seminar I	4 Hrs.
HSA 342 Health Administration Seminar II	4 Hrs.
HSA 409 Decision Analysis	4 Hrs.
HSA 435 Health Care Systems Financial Management	4 Hrs.
HSA 451 Strategic Management in Health Organizations	4 Hrs.
HSA 461 Seminar in Health Policy and Management	4 Hrs.
HSA 488 Health Economics	<u>4 Hrs.</u>
	40 Hrs.

UIS Requirements Electives

(300- or 400-level courses approved by adviser and generally selected from HSA, gerontology, political studies, management, business administration, legal studies, economics, history, or women's studies)

Total

12 Hrs.

8 Hrs.

60 Hrs.

Waiver Rules

By formal petition to the HSA program committee through the student's adviser, any of these required courses may be considered for waiver as justified either by previous academic course work or by work experience that demonstrates competence in the subject matter. If granted, a waiver only allows other course work to be substituted; it does not lessen hour requirements.

Accounting and statistics requirements are waived by the program only when an individual has achieved a grade of B or better in a previous principles course at the lower-division or community college level. A grade of C is insufficient for waiver unless earned at the upper-division level.

Applied Study

The applied study term (AST) offers an excellent opportunity for students to gain experience related to the HSA degree. Students currently pursuing careers in the health field can consider the career AST option, which encourages self-assessment of career goals and the skills and knowledge necessary for professional growth.

Many variations in the time distribution and employment setting are possible. Students have worked in hospitals, voluntary health organizations, government agencies, long-term and ambulatory care facilities, and health maintenance organizations as well as for physicians, lobbyists, executives, legislators, administrators, and public health workers.

Students may register for the AST only

after the following courses have been completed: HSA 301, HSA 325, HSA 332, HSA 342.

Communication Skills Assessment

Communication skills are considered a fundamental aspect of administration. Mastery of basic communication skills is required for completion of the undergraduate degree. Writing and speaking abilities are assessed in each HSA course. The applicant's writing competency is assessed initially through the goal statement submitted to the admissions committee. Each HSA student must demonstrate competency in written communication skills through the completion of a required writing assignment in HSA 301 Introduction to Health Services. This course is the entry-level HSA undergraduate course and must be taken in the first year of study.

Library Skills Assessment

Every HSA major must participate in an instructional series on library use and library skills as a part of HSA 301. Exemption from this requirement is available only through adequate demonstration of equivalent competencies, such as completion of a previous library skill or research course.

Health Services Administration Minor

To earn a minor in health services administration, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at the University of Illinois at Springfield. Transfer credit is evaluated on a case-by-case basis using the student petition process.

Students must complete a core course, HSA 301 Introduction to Health Services, and 12 semester hours of elective courses. One elective course must be completed in each of three groups.

Group 1 includes HSA 325 Social

Dimensions of Illness, HSA 421 Community Health Organizations, HSA 451 Strategic Management in Health Organizations, and HSA 465 Cross-Cultural Perspectives on Health.

Group 2 includes HSA 332 Health Administration Seminar I, HSA 342 Health Administration Seminar II, and HSA 422 Long-term Care Administration.

Group 3 includes HSA 309 Biostatistics, HSA 409 Decision Analysis, HSA 435 Health Care Systems Financial Management, and HSA 488 Health Economics.

Students should consult with an HSA faculty member in designing and meeting the requirements for a minor.



Course Descriptions

HSA 301 Introduction to Health Services

(4 Hrs.)

Survey of organization, structure, and contemporary issues in U.S. health care. Review and analysis of the current mix of services and problems associated with their delivery. Students analyze historical, political, social, and economic roots of the U.S. health care system; examine current forces shaping that system and efforts to ensure quality, availability, and access to health care while containing costs; and consider future options in organizing and financing health services from the study of state initiatives and the health systems of other countries.

HSA 325 Social Dimensions of Illness

(4 Hrs.)

Nonclinical background to the nature of illness and disease. Understanding and application of epidemiological terminology, biostatistics of disease and epidemiological factors relating to major acute and chronic disease categories. Changing social character and distribution of disease in contemporary America, especially rural-urban differences. Prerequisite: Completion or concurrent enrollment in HSA 301, MAT 321, ECO 313, or equivalent. See SOA 325.

HSA 332 Health Administration Seminar I

(4 Hrs.)

Theories of organizational behavior and organizational theory, management, group dynamics, and motivation as they are relevant to health services administration. Prerequisite: Completion or concurrent enrollment in HSA 301.

HSA 342 Health Administration Seminar II

(4 Hrs.)

Leadership and governance, the practice of health administration, human resource management in a variety of health care settings, introduction to health law, and further application of the theoretical base developed in seminar I. Prerequisite: completion or concurrent enrollment in HSA 301.

HSA 350 Health Services Administration**Applied Study Term**

(1-8 Hrs.)

See AST 350.

HSA 409 Decision Analysis

(4 Hrs.)

Integration of disparate quantitative techniques into a managerial problem-solving framework. Areas covered include management sciences, system analyses, cost-benefit analysis techniques, game theory, risk theory, decision model, and quality control measures. Prerequisites: MAT 321, ECO 313, or equivalent.

HSA 422 Long-Term Care Administration

(4 Hrs.)

Theory, philosophy, and behavioral aspects of administration and management of long-term care facilities. Role of administrators relative to management, community activities, public relations, ethical practices, licensure, and state and federal agency requirements. See GER 422.

HSA 435 Health Care Systems**Financial Management**

(4 Hrs.)

Introduction to the fundamentals of financial management for health care providers. Intended to provide an introduction to important financial concepts, issues, tools, and terminology administrators need in managing effectively and efficiently. Topics addressed include financial analysis, working capital management, budgeting, and asset/liability management. Prerequisites: HSA 301, ACC 311.

HSA 451 Strategic Management in Health Organizations

(4 Hrs.)

Strategic management and institutional and macro health planning; overview of theory, definitions, methodology, and sites; in-depth examination of current strategic management and health planning structures, processes, and products. Prerequisite: Competency in computer applications or equivalent. Graduate students may enroll with permission of instructor.

HSA 458 Health Law

(4 Hrs.)

Historical and current legal status in physician and hospital liability; confidentiality of medical records; labor law in health organizations; medical ethics and the law; recent legal developments in utilization review, rate review, planning and other legal medical areas. Prerequisite: For HSA majors, HSA 301, or permission of instructor. See GER 458.

HSA 461 Seminar in Health Policy and Management

(4 Hrs.)

Capstone seminar designed to integrate students' practical and internship experience with theoretical knowledge. Issues, problems, and controversies that are characteristic of health services administration, health care organization, and health policy are explored. Analysis is conducted from the institutional and public policy perspectives. Students are expected to have some background in health policy and should be anticipating graduation within the next semester. Prerequisite: program core.

HSA 465 Cross-Cultural Perspectives on Health

(4 Hrs.)

Relationships between health and human culture, including health of prehistoric humanity, traditional and non-Western medical systems and how they heal, and problems faced by health care professionals as they provide care to cultural and ethnic groups from various healing traditions. See MPH 445 and SOA 445.

HSA 466 Moral Dilemmas in Health Care

(4 Hrs.)

Applicability of traditional ethical standards to currently controversial issues in health professions, such as allocation of scarce medical resources, honesty with dying patients, informed consent from patients, psychosurgery, and euthanasia. Students are encouraged to further develop and understand their own value orientation and come to better appreciate those of others. See PHI 447 and GER 447.

HSA 472 Information and Decision Making

(4 Hrs.)

Examination and study of general frameworks for systems analysis design and implementation as well as specifics of computerized information systems in hospitals. Focuses on development of a rational approach to the acquisition and use of computerized information in an organizational (hospital) setting.

HSA 487 Health Policy and Politics

(4 Hrs.)

Analytic and descriptive study of health policy in America in terms of philosophy, history, politics, economics, sociology, and administration of health care. Emphasis on social setting in which health policy is made and the complex workings of system by which health care is provided.

HSA 488 Health Economics

(4 Hrs.)

Application of economic theory and analytical tools to problems in the health care sector. Includes concepts and measures of health; determinants of health; cost of illness; concept of demand for medical care; welfare economics of physicians, dentists, drugs, and hospital markets; the financing of health care; and policy issues such as cost containment and national health insurance. See ECO 488, MPH 476.

HSA 490 Current Topics in Health Administration (2 or 4 Hrs.)
Special topics announced when offered. May be repeated for a maximum of four hours.

HSA 499 Tutorial in Health Administration (1-4 Hrs.)
Individual study directed by a faculty member. Tutorials are offered to meet special course work needs not otherwise available.

International Studies Minor

Associated Faculty — Nina Adams, Alex Casella, Cecilia Cornell, Robert Crowley, Janis Droegkamp, Larry Golden, Hugh Harris, Adil Mouhammed, Proshanta Nandi, Michael Quam, Stephen Schwark, Doh Shin, Hammed Shahidian, Baker Siddiquee, Robert Sipe, Bill Warren

An international studies minor provides students with the tools necessary to better understand the complex and changing world that they will be entering in the 21st century. Major objectives of the minor are to convey knowledge not only of international relations but also of comparative methods of analysis (i.e., the similarities and differences between and among states, societies, and cultures); and to provide an interdisciplinary approach that integrates the knowledge and methods that history, political studies, economics, sociology/anthropology, women's studies, and geography/environmental studies have to offer.

To earn a minor in international studies, students must complete a minimum of 16 semester hours of upper-division course work at the University of Illinois at Springfield. In exceptional cases, a student may petition the International Studies Committee to accept up to eight hours of transfer credit. Transfer students still must take the core course and follow distribution requirements.

The core course is the public affairs colloquium *Global Perspectives*. Electives totaling 12 semester hours must be taken from two areas: courses that provide an international perspective and courses that provide a comparative perspective.

International courses include —
ECO 447 International Trade and Finance
ECO 449 International Business
ECO 547 International Trade
ENS 412 World Environmental Thought
ENS 422 Energy Resource Economics
HIS 443 American Foreign Policy in the 20th Century
HIS 466 Imperialism
POS 473 World Politics
POS 474 American Foreign Policy

POS 475 International Organizations and Integration

POS 476 International Politics of the Middle East

Public affairs colloquia that focus on international policy issues may be taken as well. These include such courses as *Geopolitics: Geographic Factors of International Affairs*, *The Vietnam War*, and *War and Peace in the Nuclear Age*.

Comparative courses include —
ECO 421 Comparative Economic Systems
ECO 445 Economic Development
ENS 431 Energy Resources and Technology
HIS 457 Comparative Women's History
HIS 462 Europe in the 19th Century: Romanticism to Modernism
HIS 463 Europe in the 20th Century
HIS 476 Introduction to Contemporary China
POS 471 Comparative Politics
POS 477 Russian Politics
POS 478 Changing Politics in East Asia
SOA 302 Understanding Other Cultures
SOA 445 Cross-Cultural Perspectives on Health
SOA 453 Women Across Cultures

Applicable public affairs colloquia may be taken as well. Some examples are *Women Under Apartheid*, *Women Around the World*, *The Middle East*, and *The Vietnam War*.

Students may not take more than one course in their major field of study to fulfill the international studies minor requirements. Students should consult with an international studies faculty member to ensure that they are meeting their individual needs and the requirements for the minor.

Labor Relations Minor

Faculty – Hugh Harris, Robert Sipe

Associated Faculty – Michael Ayers, Anne Draznin, John Munkirs, Ron Sakolsky

The labor relations minor is designed to help students develop an understanding of the environment in which both employees and managers find themselves in contemporary American society. The minor offers a broadening experience for a variety of academic backgrounds and preparations, including students with an A.A. or A.S. degree that focuses on labor studies or students with two years of study at a college or university who have majored in business administration, public administration, or social science-related fields. Building on these backgrounds, the minor provides a framework in which contemporary issues of labor-management relations in the economy's public and private sectors are addressed.

The labor relations minor focuses on a variety of areas related to work relations and work environments, including (1) the nature of work in our society, (2) the politics and economics of the workplace, (3) the various schemes of work design and compensation, and (4) the consequences of present and possible alternative forms of work and/or work relations. Work itself is viewed as a major factor influencing the lives of individuals and institutions. The minor's emphasis is on the relationship between labor and management and the impact of that relationship on organizational effectiveness and on the work force.

To earn a minor in labor relations, students must complete a minimum of 16 semester hours of upper-division course work at the University of Illinois at Springfield. Three core courses are required: LAR 423 Labor Management Relations, LAR 424 Contemporary Workplace Issues, and LAR 463 Labor Law. An LAR elective is also required and must be

approved by the student's LAR faculty adviser.



Course Descriptions

LAR 419 Marxism and Critical Theory (4 Hrs.)
Basic ideas and concepts in recent European Marxist philosophy and critical theory. Emphasis on dialectic method and its use in analyzing Western capitalism. See SOA 409.

LAR 423 Labor Management Relations (4 Hrs.)
Behavioral, economic, social, political, and institutional forces affecting character and quality of employer-union-management relationships and objectives in both public and private employment. See MGT 423.

LAR 424 Contemporary Workplace Issues (4 Hrs.)
Examination of the American labor movement in a historical and international context through comparative analysis of political, economic, and social theories of labor movements in the public and private sectors.

LAR 425 Labor Economics (4 Hrs.)
Application of economic principles to problems in American labor, including employment, unemployment, and manpower policies; wage determination and wage policy; development and organization of trade unions in private and public sectors; social sectors; social legislation; and policy for the labor market as these relate to contemporary social and economic problems. Prerequisite: ECO 315, or equivalent. See ECO 425.

LAR 426 Political Economy (4 Hrs.)
Analysis of competing theories and models of explanation in political science and economics as they comprise the basis for contemporary policy disputes and alternatives. Emphasis on the crisis tendencies/contradictions of the political economy of the United States and its impact on the rest of the international economic order. See ECO 426 and POS 426. Prerequisite: POS 325.

LAR 427 American Labor History (4 Hrs.)

History of work, workers, and organization of workers from the colonial period to the present, with an emphasis on the effects of industrial capitalism and a global economy. Emphasizes the period from the post-Civil War to the present, the development of labor unions and government, labor, and business in an evolving political economy based on capitalism. See HIS 451.

LAR 429 Labor Relations Seminar (4 Hrs.)

Integration of labor relations course work in the form of policy proposals on various labor-related issues.

Contemporary Issues**LAR 434 Women and Work (4 Hrs.)**

Role of women workers participating in the American labor force, their status and roles, their satisfaction and alienation and their part in the labor movement. See WMS 434.

LAR 438 Work and Health (4 Hrs.)

Relationship between work environments and workers' health. Emphasis on mental, physical, and sexual maladies attributable to work environments of white- and blue-collar workers. Includes examination of possible reform, preventative medicine approaches, and government involvement.

LAR 452 State and Local Public Sector Labor Relations (4 Hrs.)

Behavioral, legal, social, political, and institutional forces that affect dynamics of labor relations in public employment.

Applications and Alternatives**LAR 462 Workplace Democracy (4 Hrs.)**

Origins and recent developments in theory and practice of workplace democracy, both in the United States and in other capitalist as well as communist countries. Exploration of such concepts as worker control, worker self-management, and economic democracy. See ADP 441.

LAR 463 Labor Law (4 Hrs.)

Practical study of national and state laws governing collective bargaining in both private and public sectors. Includes a thorough discussion of bargaining units, election procedures, unfair labor practices, and good faith bargaining. See LES 463.

LAR 464 Contract Administration (4 Hrs.)

Contract administration with emphasis on interpretation, application, and impasse resolution techniques of grievance procedures, mediation, and arbitration. See ADP 411.

LAR 467 Labor Arbitration (4 Hrs.)

Philosophy and practice of labor arbitration in the unionized private and public work settings. Students develop skills in arbitration practices, research methods, decision making, rules and procedures, selection of arbitrators, and construction and presentation of cases in simulated arbitration proceedings. See LES 467 and ADP 467.

LAR 470 Special Project (4 Hrs.)

Application of critical theory to a specific, timely problem area announced each time course is offered. May be repeated for indefinite number of credit hours, but topics must differ.

Legal Studies

B.A. / M.A.

Faculty – Anne Draznin, Kathryn Eisenhart, Nancy Ford, Dennis Fox, Larry Golden, Bill Jordan, Frank Kopecky

Associated Faculty – Barbara Hayler, Pat Langley, Peter Wenz

Adjunct Faculty – Art Cornell, Phil Misk, Dennis Rendleman, Virgil Rhodes, Roger Ryan, Richard Schmitz, John Squibb, Todd Turner

The legal studies program presents the student with courses, information, and faculty expertise that emphasize law in a societal context within a broad-based liberal arts curriculum. The program seeks to develop the student's knowledge and understanding of the legal system and to enhance skills in analytical thinking, research, and writing. The program also seeks to develop professional and scholarly skills that graduates will need in law-related careers or graduate-level studies.

Knowledge of the law and legal system is important for individuals in a wide array of careers, from social workers to lobbyists, from union representatives to personnel administrators, from law enforcement officials to court administrators. Many professionals need a comprehensive understanding of what the legal system is, how it works, how it interrelates with social change, and how it assists people in asserting their rights.

The objectives of the legal studies program are (1) to develop analytical skills necessary to appreciate law as a social phenomenon, (2) to develop an understanding of how law is created, applied, interpreted, and changed, (3) to impart knowledge of substantive areas of the law, (4) to provide clinical or direct working experience in legal environments, (5) to perfect student skills in legal research, writing, and analysis, and (6) to provide an interdisciplinary liberal arts education.

Current program information is available in the LES Student Handbook and posted on the LES program website (www.uis.edu/~les). The program can be reached by telephone at (217) 206-6535 or by e-mail at les@uis.edu.

The Bachelor's Degree

Entrance Requirements

The student seeking admission to the legal studies program must meet all campus requirements for undergraduate admission. (Students with questions concerning these requirements should contact the UIS admissions office at (217) 206-6626.) The program requires no additional application for admittance. Students entering the program are expected to have successfully completed (grade of C or better) at least six semester hours of English composition and six semester hours of humanities. A student not meeting this requirement must take a writing or humanities course during his/her first semester at UIS and consult the Center for Teaching and Learning about assessing and developing his/her written and oral communication skills. The program strongly recommends that the student complete a U.S. government course before admission, have an interest in some aspect of the law and legal profession, and be prepared to engage in a rigorous educational experience.

Advising

Because of the sequential nature of the required courses, students should consult a member of the program faculty before registering. New students and those not fully admitted should contact the program at (217) 206-6535 for advising assistance. A permanent adviser is assigned after a student has been fully admitted. Students should meet with their faculty advisers at least once a semester.

A student may change his or her adviser by filing a form for this purpose (available in the LES program office). When changing advisers, the student should make sure that the new adviser has all academic records and is aware of the academic plan developed with the previous adviser.

UIS Requirements

UIS requires the student to complete at least 12 hours in at least two of the following course areas: applied study (AST), public affairs colloquia (PAC), and liberal studies colloquia (LSC). According to campus policy, no student may waive this 12-hour requirement.

The legal studies program requires each student to take a minimum of four hours of AST and eight hours of PAC or LSC. Students may take eight hours of AST, but they may apply only four hours of this credit toward the UIS requirement. The other four hours will be credited as an LES elective. All legal studies AST placements must be approved before registration by the program's liaison to the campus' applied study office.

When necessary and advisable, students may waive the program's four-hour AST requirement and substitute four hours in one of the other two areas. Waivers are given only in exceptional cases. Student petition forms for requesting waivers are available in the LES program office.

Student Assessment

The campus' student assessment program is designed to assist UIS in meeting the educational needs of its students. Incoming students are required to take a series of tests that measure reading, writing, and analytical skills. Students are not graded on these tests. Arrangements for these tests are made through the campus assessment office in the Center for Teaching and Learning.

Program Requirements

Required courses give students the

opportunity to acquire essential legal background and to develop needed skills. Elective courses allow students to focus their programs of study in a specific area of interest to meet individual career goals. LES majors must take all core courses listed below. Unless the student's adviser recommends otherwise, LES 406 and LES 401 should be taken in the first semester and LES 407 and LES 402 in the second semester.

Students should be aware that required courses are not offered every semester. Undergraduate requirements are in the process of being changed. Consult your adviser, the student handbook, and the program's website for current requirements and scheduling information.

Core Courses

LES 406 Legal Institutions and Processes	4 Hrs.
LES 407 Law and Society	4 Hrs.
LES 401 Legal Research and Citation	4 Hrs.
LES 402 Legal Writing and Analysis	4 Hrs.
LES 415 The American Constitution and Constitutional Law or	
LES 416 The American Constitution and Civil Liberties	4 Hrs.
LES 404 Law and Inequality or	
LES 443 Psychology and Law or	
LES 452 History of American Law or	
LES 456 Law and Literature or	
LES 454 Philosophy of Law	4 Hrs.
LES 489 Closing Seminar	4 Hrs.
<i>Subtotal</i>	<i>28 Hrs.</i>
LES Elective: Substantive law course on approved list	4 Hrs.
<i>Total LES courses</i>	<i>32 Hrs.</i>

UIS Requirements	12 Hrs.
Electives	16 Hrs.
<i>Total</i>	<i>60 Hrs.</i>

Communication Requirement

UIS requires that students demonstrate proficiency in writing skills before attain-

ing a degree. Each student's writing skills are initially assessed by instructors in legal studies courses. Students who are identified as having writing difficulties are required to develop a plan of improvement with their advisers.

Certification of communication skills for LES majors occurs in LES 402 Legal Writing and Analysis. Students are required to pass the writing portion of the course with a grade of C or better to meet this campus requirement. Students who do not demonstrate adequate communication skills will receive an incomplete in LES 402 until sufficient skills are developed. The LES program reserves the option of requiring the student to enroll in a formal remedial writing program.

Closure Requirement

Students must complete 60 upper-division hours and fulfill all program and general education requirements to graduate. Each student must fill out the campus' graduation contract and have it approved by the required personnel no later than eight weeks after the start of the his or her final semester. Students are allowed to submit their contracts for early consideration the semester before their final term.

Graduation contract forms are available in the LES program office.

Legal Assistant Training

All students graduating with an LES degree have successfully completed an ABA-approved legal assistant training program. UIS does not offer a separate, non-degree paralegal certification program outside the degree program. Students who choose to become paralegals will be educated primarily for positions in public law settings. Paralegals are skilled professionals who perform tasks and services under the supervision of a licensed attorney.

The Master's Degree

The master of arts program in legal studies is designed to present the master's

candidate with a course of study in public law emphasizing law as a social phenomenon as well as a technical body of rules. It is a rigorous course of study, designed to develop the candidate's critical understanding of the legal system. It emphasizes analytical and conceptual thinking, legal research and writing, substantive areas of the law, ethical and public interest concerns, public advocacy skills, and the role of law in society.

The objectives of the graduate program are (1) to obtain paralegal skills for entry and advancement in law-related careers; (2) to develop advanced research and writing skills; (3) to provide opportunities for working in the legal field in a focused way that will advance student careers; (4) to develop analytical and advocacy skills; (5) to have students develop a focus to their educational effort that is connected to their career goals and professional development; and (6) to have students, to the extent possible within the confines of a professional degree, understand the law within the context of an interdisciplinary liberal arts perspective.

Entrance Requirements

The program requires students to apply for admission both to UIS and to the program. Application forms and information on admission requirements may be obtained from the LES program office.

Students must have a baccalaureate degree to be admitted to the program. No particular undergraduate major is required. It is anticipated that students will come from a variety of educational experiences and backgrounds.

Required LES Preliminary Courses

All graduate students must have taken for undergraduate credit LES 406 Legal Institutions and Processes, LES 401 Legal Research and Citation, and LES 402 Legal Writing and Analysis. To receive credit for a comparable course that meets this requirement, the student must receive a

grade of C or better (for LES 406) or B or better (for LES 401 and 402) in a three- or four-hour course (or equivalent quarter hours). (A pass or pass/fail grade will be assumed to be at least a C.) Students who have not completed these requirements should take LES 406 and 401 along with LES 501 during their first semester and LES 402 in the second semester. Students who wish to receive credit for an equivalent course and/or other competency in this area must apply for a waiver. (See section on waivers below.) Determination will be made on a case-by-case basis by the LES Waiver Committee whether a course taken at another institution is equivalent to the legal studies course(s). Requests for credit should be submitted to the waiver committee on the student petition form available in the program office.

Advising

Faculty advisers help students plan their overall course of graduate study. The adviser provides advice, explains the different areas of concentration, and assists the student if any difficulties arise during his or her UIS career. A faculty adviser is assigned to each graduate student after the student has been fully admitted to the LES program. Students without an official adviser, including less-than-fully admitted graduate students, should refer to the program's convener for advising until a permanent adviser is assigned. Advisers are required to sign off on a variety of registration forms, including applications for clinical or thesis studies. Most advisers require that students meet with them before approval for a project is given.

A student may change his or her adviser by filing a form for this purpose, available through the program office. The student changing advisers should be careful that the new adviser has all academic records and is aware of the academic plan developed with the previous adviser. Students should talk to their faculty advisers at least once a semester.

Grading

A maximum of four hours of C are allowed in LES courses, but students must maintain a B or higher average within the program. To encourage students in choosing electives, an additional four hours of C are permitted in courses taken outside the program if an overall B average is maintained. Clinical education courses and tutorials are graded on a credit/no credit basis.

Degree Requirements

For most students, the master of arts in legal studies involves 44 hours of graduate and upper-division course work. Students who are able to waive the required preliminary courses may take a minimum of 32 hours. The courses fall into two categories: core courses and general electives. Students should consult with their faculty advisers before registering in the LES graduate program. Pre-registration advising is important, as many legal studies courses must be taken sequentially, and not every course is offered every semester. The program recommends that courses be taken in the year and semester indicated. See the LES Student Handbook and LES website (www.uis.edu/~les) for current information.

Core Courses

All students must fulfill 24 hours of core requirements.

LES 501 Introduction to Graduate Legal Studies (fall, 1st year)	4 Hrs.
LES 551 Administrative Law (2nd semester)	4 Hrs.
LES 554 Clinical Education or Substantive Law Electives (3rd or 4th semester)	8 Hrs.
LES 587 Public Advocacy (3rd semester)	4 Hrs.
LES 504 Graduate Seminar or LES 500 Thesis (last semester)	<u>4 Hrs.</u>
<i>Total core</i>	24 Hrs.
Total electives (with approval of adviser)	<u>8 Hrs.</u>
<i>Total</i>	32 Hrs.

Required LES preliminary courses for students who have not taken the following courses:

LES 406 Legal Institutions and Processes (1st semester)	4 Hrs.
LES 401 Legal Research and Citation (1st semester)	4 Hrs.
LES 402 Legal Writing and Analysis (2nd semester)	<u>4 Hrs.</u>
MAXIMUM HOURS	44 Hrs.

Clinical Education

The clinical education experience provides students with skills necessary to be successful in a legal environment. Participation in clinical education is strongly recommended. Master's candidates may earn up to eight hours of clinical education credits.

Government agencies, the Illinois Supreme Court, and other organizations sponsor interns, both paid and unpaid. Placement options include courts, administrative agencies, state and federal attorneys' offices, legal aid offices, private law firms, and other public interest groups. Graduate Public Service Internships (GPSI), graduate assistantships (GAs), and legislative internships may count as clinical education if these placements meet the established guidelines. Students working full time or otherwise unable to work at a clinical position may want to work with their advisers to develop a research or project alternative that emphasizes the practical aspects of their education.

Waivers

Students must fulfill all 32 hours of required core courses and, if necessary, the 12 hours of preliminary courses. If it is impossible for a student to take a required core course, or if a student has already taken one of the core courses as an undergraduate or its equivalent at another institution and wants to waive the requirement, the student must still complete the credit hours in some other course. Students will not have to substi-

tute hours if LES 406, 401 or 402 is waived.

Closure Requirements

A master's thesis or completion of LES 504 Graduate Seminar (including the course project) is required of all master's degree candidates as a closure exercise. Students selecting the thesis option may enroll in up to eight hours' credit in the master's thesis course (LES 500); however, they may accrue the total in increments.

Campus policy requires that students be enrolled in at least one semester hour of master's closure credit for each semester after they have begun their master's closure exercise until that exercise is completed. For LES students choosing the thesis option, this requirement means that if the thesis is not completed during the initial four hours of enrollment in LES 500 Thesis, students must register for LES 500 for one credit hour in subsequent semesters until eight hours are accumulated or the thesis is completed. If the thesis is not completed by the time eight hours in LES 500 have been accumulated, students must register to audit the course for one credit hour each semester until the thesis is complete. Likewise, if students choosing to take the graduate seminar fail to complete the required course work/project during the initial four hours, they must enroll to audit one credit hour of LES 504 each semester until the course work/project is complete. (Program policy allows students until the end of the first week of classes in the subsequent semester to complete closure requirements before they are required to re-enroll in the closure course.)



Course Descriptions

Both undergraduate and graduate students may enroll in 400-level courses. In most instances, however, graduate students are held to a higher standard of academic performance and additional requirements may be imposed.

Undergraduate or Graduate Courses

LES 401 Legal Research and Citation (4 Hrs.)

Explores the principles of legal research into case, statutory, constitutional, and administrative law materials. Components of the course include an introduction to the kinds of law books, the use and patterns of law books, and the methods of finding and citing legal materials. Use of research tools such as digests, legal encyclopedias, legal periodicals, government documents, indexes, citators, treatises, and social science periodicals related to law is also stressed. Students are given training in, and experience with, computer-assisted legal research, which has become a basic tool in modern legal research. Students write case briefs and are exposed to basic concepts in legal analysis.

LES 402 Legal Writing and Analysis (4 Hrs.)

The course builds on skills learned in LES 401. Emphasis is on reading, analyzing, and applying the law found in the various legal sources. Coverage includes the major kinds of legal writing: case briefs, office and court memoranda, and briefs. Computerized legal search methods are introduced. Students write legal briefs and memoranda that integrate research, writing, and citation skills. Prerequisite: LES 401 with a grade of C or better.

LES 403 Practice Skills: Illinois Civil Procedure for Legal Assistants (4 Hrs.)

Legal skill building, including exposure to interviewing and counseling, legal drafting and legal ethics. Civil trial practice covers pleadings, motions, discovery, pre-trial conference, jury selection, trial protocol, and appellate strategies. Learning techniques involve role playing and media demonstrations. Prerequisites: LES 401 and 402.

LES 404 Law and Inequality (4 Hrs.)

Role of law and the legal system in creating, maintaining, and reducing inequality, with emphasis on race, class, and gender inequality in the United States. The relationship between law and the legal system and political/economic institutions and ideologies. See POS 421, SOA 425, and WMS 445.

LES 406 Legal Institutions and Processes (4 Hrs.)

Surveys the law-making processes of judicial, legislative, administrative, and executive institutions. This course serves as an introduction to the paralegal and legal professions. Students observe law-making institutions and participate in activities designed to demonstrate how legal institutions function. Elementary practice skills and legal ethics are taught.

LES 407 Law and Society (4 Hrs.)

Introductory, interdisciplinary survey of the func-

tions of law in society. Analyzes law, legal and social institutions, and legal theory, with special emphasis on issues of justice, fairness, and equality.

LES 408 Computers in the Law (4 Hrs.)

Skills course for law office managers, legal assistants, and legal investigators emphasizing software and computerized procedures used in law offices. Includes basics of word processing, spread sheets and data bases, billing, scheduling, and docketing programs and document/transcript concordance litigation programs as well as introduction to e-mail, Internet access, transmittal, and uses and legal research on Lexis/Nexis and through the Internet. Prerequisite: LES 401.

LES 411 Judicial Process (4 Hrs.)

Social science literature on judicial process in the United States, with emphasis on Illinois. Major topics include legal culture, court structure, litigation, legal profession, trial and appellate courts, impact and compliance, and criticisms of the process. See POS 417 and CRJ 419.

LES 415 The American Constitution and Constitutional Law (4 Hrs.)

The place of the Constitution and Supreme Court in American policy, using both empirical and case materials. Focus on structure and powers of national government, with special emphasis on the Supreme Court as a policy-making institution. See POS 415.

LES 416 The American Constitution and Civil Liberties (4 Hrs.)

Civil liberties constitutional law, with examination of Supreme Court's role in definition and development of civil liberties. Emphasis on Bill of Rights and Civil War Amendments. See POS 416.

LES 421 Judicial Administration (4 Hrs.)

Basic concepts and critical issues in judicial administration. Emphasis on Illinois court system structure and functions in comparison with national standards and other court systems. Topics include case-flow management, jury management, records management, personnel administration, judicial rule making, budgeting, planning, and research. See ADP 451.

LES 423 Dispute Resolution (4 Hrs.)

Alternative methods of settling disputes, including arbitration, conciliation, and mediation. Emphasis on understanding the processes and the when and how of using alternative techniques. Incorporates hearing simulations and practice skills training. Covers commercial, construction, labor, accident claims, and international and family disputes.

LES 441 Welfare Law: Law and the Poor (2 Hrs.)

Historical and philosophical bases of welfare law

and ways laws affect the poor. In-depth analysis of Illinois welfare law and practice provides basis for exploration of alternatives, with the goal of building a model system.

LES 442 Law and Aging (4 Hrs.)

Laws and legal problems having greatest impact on the elderly; analysis of tools and techniques available to the advocate. See GER 442.

LES 443 Psychology and Law (4 Hrs.)

Examines the degree to which basic legal assumptions are supported by social scientific evidence. Interconnections among values and ideologies, psychological theory and data, and legal policies. Legal socialization, adversary system, jury selection and behavior, punishment and deterrence, pornography and violence, rights of minors, psychologists as expert witnesses, and other topics are included.

LES 444 Mental Health Law (4 Hrs.)

Examines the relationship between the state and mentally disordered individuals. Primary focus on constitutional and theoretical issues surrounding civil commitment to state hospitals and the insanity defense. Related topics include the rights of mental patients, competency to stand trial, and the role of mental health professionals in legal proceedings.

LES 445 Housing Law (2 Hrs.)

Styles of life within public housing programs, laws, and legal practices affecting this area, exigencies that prevail, as well as possibilities for future improvements. Includes direct observation and study of landlord and tenant laws and relationships; some direct work with public housing projects and programs.

LES 446 Family Law (4 Hrs.)

Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform, and the impact of the women's rights movement. See SOA 454, HDC 446, SWK 446, WMS 446.

LES 447 Women in American Law (4 Hrs.)

Identification of sexism in American law, including constitutional standards of equal protection, impact of the proposed ERA, employment and educational issues, family and procreative concerns, and women and crime. See WMS 447.

LES 448 Juvenile Law (2 Hrs.)

Laws and legal practices governing children and youth, in particular those from poor families who need assistance, wards of the courts, and juvenile offenders. Rights of children, youth services available, and institutional practices and laws governing these. See CRJ 428.

LES 449 Nondiscrimination Laws in Employment (4 Hrs.)

Development and implementation of nondiscrimination laws in employment, including hiring, firing, promotion, terms and conditions, benefits and pay. Focus on protective labor laws, veteran preference, harassment, and due process requirements in employment. See WMS 449 and ADP 452.

LES 452 History of American Law (4 Hrs.)

Historical examination of the professional and constitutional development of law in the United States. Topics include the common-law legacy, substantive and procedural aspects of legal history, jurisprudence, the American lawyer, and interaction of law with American society, thought, and politics. See HIS 446.

LES 454 Philosophy of Law (4 Hrs.)

Philosophy of justice, law, and legal institutions, with emphasis on origins, purposes, and practices of legal institutions and their application in theory and practice to the "public good." See PHI 467.

LES 456 Law and Literature (4 Hrs.)

Individual conscience and the duty to obey and disobey law; nature of political trials; concept of property, especially ownership or exploitation of racial minorities and women; issues of justice through readings and discussions of literature. See WMS 448.

LES 463 Labor Law (4 Hrs.)

Study of concepts and laws governing collective bargaining in both private and public sectors. Includes a thorough discussion of bargaining units, election procedures, unfair labor practices, and good faith bargaining. See LAR 463.

LES 467 Labor Arbitration (4 Hrs.)

Philosophy and practice of labor arbitration in the unionized private and public work settings. Students develop skills in arbitration practices, research methods, decision making, rules and procedures, selection of arbitrators, and construction and presentation of cases in simulated arbitration proceedings. See LAR 467, ADP 467.

LES 468 Small Business Law (2 Hrs.)

Common forms of small business organization, including sole proprietorship, partnership, and corporation. Liability, tax, management, and formation issues are also discussed.

LES 469 Real Estate Law (1 Hr.)

Practical basic introduction to legal matters that routinely occur in transfer of real estate in Illinois, focusing on residential real estate. Credit/no credit only.

LES 471 Probate Law (1 Hr.)

Practical basic introduction to transfer of property

between generations as regulated by Illinois law. Credit/no credit only.

LES 473 Consumer Credit Law (1 Hr.)

Basic practical look at consumer credit issues in Illinois. Special areas include liens, attachment of property, garnishment of wages, truth in lending, equal credit opportunity, credit reporting, and various debtor rights. Credit/no credit only.

LES 474 Law of Evidence (2 Hrs.)

Basic study of rules of evidence for nonlawyers working in lawyer-support or investigatory situations that require basic evidentiary knowledge. Provides practical knowledge of problems faced in investigations with a view toward evidentiary sufficiency and possible admissibility in hearings or trials.

LES 475 Marital Dissolution Law (1 Hr.)

Basic analysis of marital dissolution practice in Illinois, with focus on divorce, custody, support, and related issues. Credit/no credit only.

LES 476 Legal Ethics (1-2 Hrs.)

Overview of legal assistants and their functions in relation to authorized practice of law. Other topics include legal education and licensing requirements, ethical and unethical conduct by lawyers and nonlawyers, the Code of Professional Responsibility, and disciplinary proceedings.

LES 477 Criminal Procedure (4 Hrs.)

Criminal law and criminal procedure at the state and federal level, through case law and policy studies. Includes consideration of constitutional requirements and statutory procedures throughout the criminal justice system. See CRJ 417.

LES 478 Substantive Criminal Law (4 Hrs.)

Selected aspects of substantive criminal law and policy, with particular emphasis on Illinois criminal code. Topics include criminal liability and responsibility, constitutional restrictions on definitions of crime, types of crimes, and criminal defenses. See CRJ 418.

LES 480 Special Topics Seminar (2 or 4 Hrs.)

Intensive examination of selected issues important to study of the legal system. Topics announced each time course is offered. May be repeated for an indefinite number of hours, but particular topic must differ.

LES 484 Environmental Law (4 Hrs.)

Surveys the major federal statutes and regulatory schemes relating to environmental quality and analyzes and compares the contrasting approaches to regulation that have been used. Focuses on the interaction of law and policy and considers the role of Congress, the regulatory agencies, and the courts in defining and implementing environmental mandates. See ENS 488, POS 423, and MPH 427.

LES 486 Legal Aspects of Nonprofit Organization Management (2 Hrs.)

Examines law and its applications in the management of nonprofit organizations. Geared for graduate-level students, experienced professionals or community agency volunteers with little or no formal training in law. See CAM 486.

LES 489 Closing Seminar (4 Hrs.)

A seminar for legal studies undergraduates in their final semester, giving the student an opportunity to build on research and writing skills and integrating the law and liberal arts. Students explore current social and legal problems, critically analyze solutions, and suggest appropriate alternatives. The content of the course varies from semester to semester.

Graduate Courses

LES 500 Thesis (1-8 Hrs.)

Note: Students who have not completed the requirements for LES 500 by the end of the first week of classes in the semester following their initial enrollment in LES 500 must register for one hour of audit in this course each semester until the work is completed.

LES 501 Introduction to Graduate Legal Studies (4 Hrs.)

Provides a common framework for graduate students in legal studies, focusing on such topics as history and philosophy of justice, law, and legal institutions.

LES 504 Graduate Seminar (4 Hrs./1 Hr.)

A seminar for second-year graduate students that provides an opportunity to build on and further develop research, writing, and analytical thinking skills and to apply these skills to the resolution of a current substantive legal problem(s) or issue(s) in such a way that the relationship of law to society and to social change is heightened. Seminar design varies with instructor. The final paper in this course will be reviewed by the Graduate Review Committee and will constitute the master's level project. **Note:** Students who have not completed the requirements for LES 504 by the end of the first week of classes in the semester following their initial enrollment in LES 504 must register for one hour of audit in this course each semester until the work is completed.

LES 513 Seminar in Politics, Inequality, and the Legal Order (4 Hrs.)

Exploration of inequality in the American political and legal system; nature and functions of law in general, given the economic and political organization of American society. Law and the legal system viewed from the critical perspective, including relationship between the legal system and justice, fairness, and equality. Issues of inequality, race, class, and gender will be stressed. See POS 513.

LES 551 Administrative Law (4 Hrs.)

Legal foundation of administrative powers and limitations; study of delegation of administrative power, administrative discretion, legislative and executive controls and legal restraints; types of administrative action and enforcement, administrative remedies; and judicial review of administrative action. See ADP 551.

LES 554 Clinical Education (4-8 Hrs.)

Work experience in a legal setting. Placement arranged and supervised by student's adviser or program's clinical educational instructor. Credit/no credit only.

LES 587 Public Advocacy (4 Hrs.)

Focus on skills, methods, and strategies of institu-

tional advocacy. Students study the role and uses of effective advocacy, both written and oral, through structured readings and use of various advocacy techniques in a variety of posited situations. Topics of current interest that are allied to students' thesis research topics will be emphasized. Prerequisite: LES 401 and 402, or equivalent experience and consent of instructor.

LES 599 Tutorial (4 Hrs.)

Independent study, structured readings, or research in fields of legal studies and administration of justice. Maximum of eight hours may be earned. Credit/no credit only.

Political Studies B.A. / M.A.

Faculty – Craig Brown (emeritus), David Everson, Lee Frost-Kumpf, Larry Golden, Hugh Harris, Naomi B. Lynn, Calvin Mouw, Kent Redfield, Stephen Schwark, Doh Shin, Robert Sipe, Robert Spencer (emeritus), Jack Van Der Slik, Pinky Wassenberg

Associated Faculty – Barbara Hayler, Tim Miller

Adjunct Faculty – William G. Hall, Ronald Michaelson

Illinois is a state with a strong agricultural economy, a diverse industrial base, and one of the nation's more interesting political cultures. Located in Springfield, the hub of Illinois political activity, UIS is able to provide a laboratory for the study of state and local government and politics.

UIS students encounter political science in a setting where practical politics brings theoretical studies to life. Opportunities for experiential learning are available through the legislative applied study term for undergraduate majors and through internships and assistantships for graduates. By using electives in particular areas of public policy and professional studies, students are able to develop research skills and acquire broad academic backgrounds reflecting the rich political resources readily available in the capital city.

Students are encouraged to participate in special activities related to their course of study. The political studies program is strongly involved in Model Illinois Government and, with faculty and students in international studies, in Model United Nations. Students and faculty in political studies also regularly attend several public affairs conferences.

The Bachelor's Degree

A major in political studies provides students with a systematic knowledge of political life, helping them evaluate public issues and make decisions through a balanced program of study in which philosophical, empirical, and policy concerns

complement one another. The political studies curriculum offers a flexible course of study that provides a solid foundation for a career in law, politics, public service, research, or teaching.

The program is strong in the study of American national and state politics, politics and law, political thought, and political behavior. Individual faculty have special competencies in such topics as policy analysis, voting behavior, legislative politics, civil liberties, political thought, public administration, and the role of symbols in politics. Faculty are also active in the UIS Center for Legal Studies and the Illinois Legislative Studies Center and participate in several internship programs sponsored by UIS.

Entrance Requirements

While the political studies program has no special entrance requirements beyond those required for admission to UIS, it is assumed that students will have had college-level study in political science. Students entering the program without preparation in political science should consult a program adviser before registering for their first semester.

Communication Skills

Both the study and the practice of politics require that students/citizens speak, write, and read well. These skills are also critical for successful careers in government, law, and business.

In view of this, all political studies students are required to take part in the assessment of their communication skills

in their first semesters. As a part of assessment in the major, political studies faculty also monitor student communication skills in all program courses. Students with deficiencies are assisted by the faculty or are directed to the Center for Teaching and Learning.

Advising

Entering students are assigned an initial faculty adviser when they declare political studies as their major field of study. After their first semester, when they are acquainted with the faculty and are more knowledgeable about the program and the campus, students may wish to select permanent advisers. The course of study for the B.A. is planned jointly with the academic adviser, so students should consult with their advisers before each registration and from time to time during the term.

Applied Study Term

One distinct advantage of the program is its location in Springfield, affording opportunities to participate directly in politics, especially during the applied study term. Cooperation between UIS and governmental and private agencies provides many opportunities for experiential learning in public affairs research and politics. Of special note is AST 303 Legislative Applied Study Term, which places students as assistants to legislators in the Illinois General Assembly every spring semester.

UIS Requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas. Students majoring in political studies satisfy these requirements by taking eight semester hours of applied study and four semester hours of liberal studies or public affairs colloquia. If a student has a good reason for a different dis-

tribution of the 12-hour requirement, he or she may claim an exception to the rule by petitioning the political studies program.

Program Requirements

Undergraduate majors must take the four foundation courses: POS 301 Introduction to Political Studies, POS 325 Introduction to Political Thought, POS 371 Introduction to Comparative and International Politics, and POS 451 Empirical Political Analysis. Students who believe that they have had a comparable course at their four-year or community college may petition the program to waive the course requirements. Students are encouraged to take the foundation courses in the first semester if possible. POS 451 Empirical Political Analysis should be taken in the first year if possible. POS 325 Introduction to Political Thought is a prerequisite to advanced courses in political thought (POS 425-435). POS 371 Introduction to Comparative and International Politics is a prerequisite to advanced courses in comparative and international politics (POS 471-478). In addition to the foundation courses, students are required to take four POS electives, thus bringing the total hours in the major to 32.

Program Requirements:

POS 301 Introduction to Political Studies	4 Hrs.
POS 325 Introduction to Political Thought	4 Hrs.
POS 371 Introduction to Comparative and International Politics	4 Hrs.
POS 451 Empirical Political Analysis	4 Hrs.
Political Studies Electives	<u>16 Hrs.</u>
<i>Total</i>	<u>32 Hrs.</u>

UIS Requirements:

Applied Study Term	8 Hrs.
Liberal Studies or Public Affairs Colloquia	<u>4 Hrs.</u>
<i>Total Other</i>	<u>12 Hrs.</u>
Electives	<u>16 Hrs.</u>
<i>Total</i>	<u>60 Hrs.</u>

Integrated B.A.-M.A. in Practical Politics

This special curriculum is designed for undergraduates who wish to prepare for a career in practical politics. It is an accelerated program that makes it possible for a student majoring in political studies to complete both the bachelor's and master's degrees in three years.

Admission to Integrated B.A.-M.A. Program

Students must first be admitted to UIS. Qualifications for admission include a GPA of at least 3.00 for all previous college work and completion of a basic course in American government or POS 300 Understanding Politics.

Undergraduate political studies majors may apply for admission any time before registering for the applied study term. However, interested students are encouraged to apply as soon as possible after being admitted to UIS.

Integrated B.A.-M.A. Curriculum

To ensure that students acquire the skills and knowledge needed for effective professional practice in the public sector, three courses are required as part of the 32-hour undergraduate major in political studies: POS 405 Illinois Government and Politics, POS 409 American Political Organizations, POS 451 Empirical Political Analysis.

Students must develop expertise in an area of public policy (i.e., environment, health, or finance) through two significant learning experiences. One of these must be an upper-division or graduate course. The other may be a course or experiential learning in a government position, policy research, or other practical experience in the policy area. Student plans for gaining policy expertise must be approved in advance by the B.A.-M.A. adviser.

The integrated B.A.-M.A. plan includes an enhanced applied study term that focuses on political practice. B.A.-M.A. students must have their AST placements approved by the B.A.-M.A. adviser before registering for the AST.

When the student has successfully completed the undergraduate phase of the B.A.-M.A. curriculum, he/she will be admitted to the graduate program. One required internship in the practical politics concentration will be waived, and the number of courses required for the M.A. will be reduced by two.

Political Studies Minor

To earn a minor in political studies, students must complete a minimum of 17-20 semester hours, at least eight hours of which must be upper-division course work taken at the University of Illinois at Springfield. Required hours vary depending on whether courses are taken at UIS or at a previously attended college. A basic course in American government is a prerequisite. This can be satisfied by successfully completing POS 300 Understanding Politics or through transfer of a lower-division course in American government.

Core courses include a basic course in comparative politics or international relations at the lower-division level or POS 371 Introduction to Comparative and International Politics, and a course in constitutional law (POS 415 The American Constitution and Constitutional Law or POS 416 The American Constitution and Civil Liberties, or the equivalent through transfer of upper-division course work). An elective course is required in each of two areas: political institutions and processes (POS 402-412), and political thought (POS 425-435). Students must consult with a political studies faculty member regarding transfer credit and meeting the requirements for the minor.

The Master's Degree

The master's degree program is designed to join the basic theoretical pursuits of political science with the practical knowledge needed by effective public officials and political practitioners. The campus' location in the state capital offers a rich setting for combining theory and practice. The political studies program

offers sound academic instruction in American state and national politics, public law, international relations, comparative government, and political thought. Program faculty augment their academic specialties with a great variety of professional and political experiences. Members of the program have served in state legislatures, as precinct committeemen, as participants in major civil rights suits, as legislative staff aides, as policy consultants, and in other offices. The faculty encourage students to take full advantage of the academic and professional opportunities offered by UIS and the state capital.

The master's degree curriculum is organized to meet the needs of a diverse student body, offering graduate students the option to take a course of study that focuses on either the academic or practical aspect of politics. Because students enter the program with bachelor's degrees in a variety of social sciences and humanities, the M.A. curriculum is centered in several required courses that provide essential concepts and skills. For that reason, all students who have not taken an undergraduate research methods course are required to take POS 451 Empirical Political Analysis to prepare them in research and quantitative methods. Students who are following the academic politics track are required to take POS 503 Graduate Research Methods as well. A range of options in subject-matter seminars, elective courses, and internships allows students to tailor their course of study to their individual professional aspirations. The program is particularly well organized for students who want to pursue careers in practical politics at the state level or in agencies involved in international policy making, for those who are preparing to teach, and for those who aspire to an advanced degree in political science or law.

ACADEMIC POLITICS. The political studies curriculum ensures that competence is coupled with understanding. Courses in the academic politics track

examine political structures, historic changes in political structures and the larger human meaning of competence in the areas of electoral and legislative systems, law and civil liberties, political thought, international relations, and comparative politics. Students are also encouraged to seek appropriate instruction from faculty in public administration, economics, legal studies, and women's studies, among other areas.

This field is important to students who are seeking teaching careers at the secondary, community college, or university level, or who plan to study toward the doctorate. Sound academic course work and the hands-on experience are both important political science experiences for in-service teachers and for those preparing to teach. Interested students can combine course work in several subfields of particular interest to teachers of world politics, American government, Illinois history and government, and other aspects of civic education. Students may also arrange special teaching internships.

Graduate students in political studies may also shape their M.A. programs to the special requirements of advanced degrees. Students who anticipate entering law school can tailor a program that draws on the resources of legal studies. For those interested in pursuing a Ph.D. in political science, the subject-matter seminars offer graduate preparation in the standard fields required for doctoral study.

For those interested in international affairs and comparative politics, the program offers a special combination of courses and practice-related experiences. Internships are available in selected agencies of Illinois government that have international policies and programs. Because political studies is a part of the campus' interdisciplinary committee on international studies, students are encouraged to take courses on international subjects in several academic programs.

PRACTICAL POLITICS. A curricular concentration is offered for those who wish to specialize in practical politics. Stu-

dents are expected to sharpen the skills and understanding required of thoughtful and effective practitioners in elective and appointive public service. Instruction involves consultation with experienced representatives of government and government-related endeavors in the capital. Students learn political and policy research, organizing and lobbying skills, campaign techniques, and an array of analytical approaches to policy making in partisan and nonpartisan settings.

Practical knowledge is intelligence in context. All graduate students in political studies have opportunities to enhance their skill and understanding in actual political settings. The program has developed a broad range of internship experiences with legislative staffs and agencies, legislative liaisons, lobbyists, public interest groups, political consultants, and campaign organizations. These learning experiences ensure that M.A. students are effective learners both in the classroom and in the field and that they can transfer their learning from one setting to another, as the professional practice of politics requires.

Admission to the Program

The program encourages diversity among its graduate population and so admits students who have been trained in most undergraduate fields of study. For those lacking a strong undergraduate background in political science, history, or the social sciences, admission is conditional upon completion of two or more courses designated by the program committee. Prospective students who do not hold a B.A. degree should investigate the requirements for alternative admission discussed in this catalog.

Communication Skills

Successful performance in practical politics and political science requires abilities to write and speak persuasively and to present sophisticated information and complex subject matters directly and plausibly. Completion of POS 501 Intro-

duction to the Graduate Study of Politics will verify satisfaction of the communication skills requirement.

Advising

Upon admission to the program, students are assigned an initial adviser. After a semester a student may select his or her permanent academic adviser. This faculty member assists the student as thesis adviser, supervisor for internships and practice units, and academic counselor in devising an appropriate program of study. The adviser also monitors student progress in satisfying the requirements of the program.

Grading

Students must have a grade average of B to qualify for the M.A. degree. A maximum of eight semester hours of C may be applied toward the degree so long as each hour of C is balanced by an hour of A. In no circumstances, however, may a grade lower than B in POS 501 Introduction to the Graduate Study of Politics be counted toward the degree. For students choosing the credit/no credit option, a CR represents work equivalent to B, meaning that grades of CR may be counted toward the master's degree.

Program Requirements

The M.A. in political studies is a 40-hour program with a required 28-hour minimum of 500-level courses.

Students in established internship programs, such as the Graduate Public Service Internship or the Illinois Legislative Staff Internship, may receive credit for the program's internship requirement.

Electives may be selected from a wide range of courses in political studies and related disciplines. Students may take up to 12 semester hours of 400-level courses for graduate credit. When they take 400-level courses, graduate students are held to a higher standard of performance and must complete additional requirements.

Further information on how electives, seminars, projects, and colloquia may be

combined is available in the program's *Handbook for Graduate Students*. The handbook also identifies sets of elective courses that the program approves for students concentrating in practical politics and for those developing a course of study focusing on international studies, the Ph.D. in political science or other advanced degrees, careers in teaching, or avocations in public service. It also contains details about graduate internships.

Master's Closure Requirement

Every graduate degree candidate is required to complete a closure exercise demonstrating mastery of some area within the major field of study. Political studies students have four options for fulfilling this requirement: (1) POS 587 Group Research Project; (2) POS 588 Comprehensive Examination; (3) POS 589 Master's Project in Practical Politics; and (4) POS 590 Master's Thesis.

Students must enroll for four hours' credit in one of the master's closure courses listed above. Except for POS 588 Comprehensive Examination, which must be completed in one semester, students may accrue their four hours' credit in increments. Campus policy requires that students be enrolled in at least one semester hour of master's closure credit each semester after they have begun their graduate closure exercise until that exercise is completed. For POS students, this means that if the project/thesis is not completed by the end of the initial four hours in POS 587, 589, or 590, students must register to audit the appropriate course for one credit hour in all subsequent semesters until the project/thesis is completed.

Concentration in Academic Politics 40 Hrs.

Foundation Seminars:

POS 501 Introduction to the Graduate Study of Politics	4 Hrs.
POS 503 Graduate Research Methods	4 Hrs.

Subject Matter Seminars: (three required)

POS 511 Seminar in American Politics	4 Hrs.
POS 512 Seminar in State Politics	4 Hrs.
POS 513 Seminar in Politics, Inequality, and the Legal Order	4 Hrs.
POS 514 Seminar in Political Thought	4 Hrs.
POS 515 Seminar in International Relations	4 Hrs.
POS 516 Seminar in Comparative Politics	4 Hrs.
POS 517 Seminar on Congress	4 Hrs.
POS 518 Seminar on Public Policy	4 Hrs.

Internships: (not required, may do one as an elective)

POS 520 Internship in Teaching Process	4 Hrs.
POS 521 Internship in the Electoral Process	4 Hrs.
POS 522 Internship in the Legislative Process	4 Hrs.
POS 523 Internship in the Executive Process	4 Hrs.
POS 524 Internship in International Policy	4 Hrs.

Electives 12 - 16 Hrs.

Closure Options: (choose one) 4 Hrs.

POS 587 Group Research Project	
POS 588 Comprehensive Examination	
POS 589 Master's Project in Practical Politics or	
POS 590 Thesis	

Concentration in Practical Politics 40 Hrs.

Foundation Seminars:

POS 501 Introduction to the Graduate Study of Politics	4 Hrs.
POS 502 The Practice of Politics	4 Hrs.

Subject Matter Seminar:

POS 511 Seminar in American Politics	4 Hrs.
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Advanced Seminars:

- POS 562 Practical Politics Seminar
in Political Campaigns or
POS 563 Practical Politics Seminar
in Lobbying and
Policy Analysis 4 Hrs.

Internships: (choose one, no more than two)

- POS 520 Internship in Teaching
Process
POS 521 Internship in the
Electoral Process
POS 522 Internship in the
Legislative Process
POS 523 Internship in the
Executive Process
POS 524 Internship in
International Policy 4 or 8 Hrs.

Electives 12 - 16 Hrs.**Closure Options: (choose one) 4 Hrs.**

- POS 587 Group Research Project
POS 588 Comprehensive Examination
POS 589 Master's Project in
Practical Politics or
POS 590 Thesis

**Course Descriptions**

Both undergraduate and graduate students may enroll in 400-level courses. Graduate students, however, are held to a higher standard of performance and additional work may be required.

POS 300 Understanding Politics (4 Hrs.)
Fundamentals of political understanding gained through study of modern political institutions and events. Emphasis on American national politics.

POS 301 Introduction to Political Studies (4 Hrs.)
An introduction to the discipline that focuses on the tools of understanding and their application to the major questions that define the study of politics. Emphasis is on questions such as: What is politics? How do we provide public goods? Why do we need governments? How do we resolve conflict? How do we get people to cooperate with each other? Applications will cover the breadth of the world of politics.

POS 325 Introduction to Political Thought (4 Hrs.)
Survey of the great thinkers who have raised the perennial normative questions of political philosophy: What is the nature of the good regime? What is politics? The course will begin with Plato and Aristotle and conclude with late 20th century theory.

POS 371 Introduction to Comparative and International Politics (4 Hrs.)
Provides students with the basic concepts and theories of the field: nations and states, ethnicity, institutions and ideologies, anarchy and the international system, the balance of power, and economic interdependence.

POS 402 Legislative Politics (4 Hrs.)
Legislative decision making in the state legislature and United States Congress. The law-making process as a system involving interplay of competing personalities, interests, and actors. Special attention to Illinois.

POS 404 African Americans and American Politics (4 Hrs.)
Examines political, economic, and social factors that affect African-American participation in national, state, and local politics. See AAS 432.

POS 405 Illinois Government and Politics (4 Hrs.)
Policy-making process as it operates in Illinois. Major topics include constitutional structure, role of parties and interest groups, initiation of public policy, legislative process, role of the governor, politics of the budgetary process, implementation of public policy. See PAR 405.

POS 406 The American Presidency (4 Hrs.)
Nature and scope of the American presidency – both historically and analytically. Topical attention given to the views of the framers of the Constitution and to problems of presidential management, leadership, and prerogative.

POS 407 Urban Politics (4 Hrs.)
Structure, function, and politics of governmental entities in urban areas, with policy focus on issues and alternative methods of analysis. Attention given to small and large urban areas.

POS 408 American Political Behavior (4 Hrs.)
Examination of mass public opinion, electoral behavior, and participation in American politics. Special attention is given to the role of the mass media.

POS 409 American Political Organizations (4 Hrs.)
Examination of interest groups and political parties in American politics. Special attention is given to the impact of mass media on contemporary political organizations.

POS 410 Public Policy Processes (4 Hrs.)

Designed to deepen students' understanding of public policy processes at the federal, state, and local levels. The first part of the course explores the dynamics of issue and agenda formation at the federal and state levels. The second part focuses on public policy implementation processes. Students conduct library and field research on existing intergovernmental policies and programs to trace the dynamics issue and policies and programs at the state and local levels.

POS 412 Political Processes (4 Hrs.)

An introduction to the examination of public policy making at federal and state levels. Includes review of major national and state policy concerns, budgeting, and bill drafting.

POS 415 The American Constitution and Constitutional Law (4 Hrs.)

The place of the Constitution and Supreme Court in American polity, using both empirical and case materials. Focus on structure and powers of national government, with special emphasis on the Supreme Court as a policy-making institution. See LES 415.

POS 416 The American Constitution and Civil Liberties (4 Hrs.)

Civil liberties constitutional law, with examination of the Supreme Court's role in definition and development of civil liberties. Emphasis on the Bill of Rights and the Civil War amendments. See LES 416.

POS 417 Judicial Process (4 Hrs.)

Social science literature on judicial process in the United States, with emphasis on Illinois. Major topics include legal culture, court structure, litigation, legal profession, trial and appellate courts, impact and compliance, and criticisms of the process. Prerequisite: CRJ 311 or LES 406 or permission of instructor. See LES 411 and CRJ 419.

POS 421 Law and Inequality (4 Hrs.)

The role of law and the legal system in creating, maintaining, and reducing inequality, with emphasis on race, class, and gender inequality in the United States. The relationship between law and the legal system and political/economic institutions and ideologies. See LES 404, SOA 425, and WMS 445.

POS 423 Environmental Law (4 Hrs.)

Surveys the major federal statutes and regulatory schemes relating to environmental quality and analyzes and compares the contrasting approaches to regulation that have been used. Focuses on the interaction of law and policy and considers the role of Congress, regulatory agencies, and the courts in defining and implementing environmental mandates. See ENS 488, LES 484, and MPH 427.

POS 425 Democracy, Pluralism, Elitism (4 Hrs.)

Three theoretical perspectives on the distribution of power in society: democracy, pluralism, and elitism. Both normative (what ought to be) and empirical (what is) theoretical perspectives examined. Major focus on American society, but comparative materials included. Prerequisite: POS 325.

POS 426 Political Economy (4 Hrs.)

Analysis of competing theories and models of explanation in political science and economics as they comprise the basis for contemporary policy disputes and alternatives. Emphasis on the crisis tendencies/contradictions of the political economy of the United States and their impact on the rest of the international economic order. See ECO 426 and LAR 426. Prerequisite: POS 325.

POS 428 Public Interest (4 Hrs.)

Traditions of political thought through contemporary authors and classic texts, with attention to the public interest versus private, special, vested, and other interests. Prerequisite: POS 325.

POS 429 Political Ethics (4 Hrs.)

Examination of ethical relations in politics. Subjects considered include the requirements of practical judgment in legislative and administrative settings, ethically controversial issues in contemporary politics, and important ethical traditions in political life. Prerequisite: POS 325.

POS 431 Classical Political Thought (4 Hrs.)

Major theoretical treatments of justice and justice in Western political tradition. Emphasis on Plato and Aristotle. Includes origins of political science and political philosophy and consideration of relevant historical contexts. Prerequisite: POS 325.

POS 432 Modern Political Thought (4 Hrs.)

Major theoretical treatments of justice and justice in Western political tradition. Emphasis on political tradition from Machiavelli to Marx, with particular concern for development of American constitutionalism and Marxism. Prerequisite: POS 325.

POS 435 American Political Thought (4 Hrs.)

Basic issues and themes of American political life from colonial times to the 20th century. Consideration given to such concepts as individualism, federalism, democracy, and pluralism and to such problems as the transformation of America from an agrarian confederacy to a great world power and the politics of race, region, and interest. Prerequisite: POS 325.

POS 451 Empirical Political Analysis (4 Hrs.)

Examines the empirical research process from conceptualization to data analysis and writing the

research report. Particular emphasis will be given to research design and causal analysis. Empirical methods explored will include direct observation and survey research. Students will be expected to carry out an empirical research project and to write a paper on the research.

POS 454 Computer Applications in Political Research (4 Hrs.)

Introduces the use of computers in the study of politics and policy. The objectives include comprehension of basic computing concepts, exposure to large survey and aggregate data files, and experience with data analysis packages (emphasis on SPSS).

POS 471 Comparative Politics (4 Hrs.)

Analyzes and compares politics in developing and developed nations. Prerequisite: POS 371.

POS 473 War and Peace (4 Hrs.)

Why war? How have political scientists attempted to explain the endemic nature of interstate violence? More recently, international relations have focused on explaining cooperation in world affairs: the "democratic peace" and economic interdependence. Prerequisite: POS 371.

POS 474 American Foreign Policy (4 Hrs.)

Analyzes postwar American foreign policy from Cold War and after. Topics include American responses to Third World nationalism and revolution in South and Central America, Vietnam, South Africa, and the impact of domestic policy and "great power" role on foreign policy making. Prerequisite: POS 371.

POS 475 International Organizations and Integration (4 Hrs.)

Examines how nation states shape international organizations and are affected by them, in turn. Focus on the United Nations with consideration given to regional organizations. Prerequisite: POS 371.

POS 476 International Politics of the Middle East (4 Hrs.)

Examines the regional and global aspects of Middle East politics, with an emphasis on the Arab-Israeli dispute and the Persian Gulf area. Other topics include oil, the Islamic revival, and American policy toward the region. Prerequisite: POS 371.

POS 477 Russian Politics (4 Hrs.)

Explores the rise and fall of communism in the former Soviet Union. Special attention to Gorbachev period, 1985-91. Focuses on post-communist politics in Russia and the other republics. Prerequisite: POS 371.

POS 478 Changing Politics in East Asia (4 Hrs.)

Examines the patterns and sources of recent polit-

ical changes in China, Japan, and Korea from a comparative perspective. Prerequisite: POS 371.

POS 480 Topics in Political Studies (4 Hrs.)

Issues arising from current and important political phenomena. May be taken for unlimited number of credit hours, but particular topic must differ.

POS 499 Tutorial (1-4 Hrs.)

POS 501 Introduction to the Graduate Study of Politics (4 Hrs.)

An overview of the major subfields, theories, thinkers, and issues in the advanced study of politics. Particular attention is paid to the logic of social science inquiry. The course is writing and reading intensive.

POS 502 The Practice of Politics (4 Hrs.)

Examines the art of politics, the "how to" of the successful practice of politics. Major topics include how we define, measure, and evaluate success in politics; how we achieve success in different political arenas; and what the relationship between the ethics of politics and the successful practice of politics is (or should be).

POS 503 Graduate Research Methods (4 Hrs.)

Designed to help students become more effective and better informed consumers of quantitative and qualitative political and policy research. The first part of the course covers the use of various data-gathering techniques such as surveys, non-participant observational studies, participant observation, focus groups, and similar techniques. The second part covers topics relevant to the analysis of statistical data, including exploratory data analysis techniques, probability distributions, units and levels of measurement, hypothesis testing, measures of independence, associations, and correlation. Multivariate statistical techniques and models such as the General Linear Model will be briefly reviewed as time permits. Prerequisite: POS 451 or equivalent.

POS 511 Seminar in American Politics (4 Hrs.)

Pre-eminent themes and basic literature in the field of American politics. Subjects may vary.

POS 512 Seminar in State Politics (4 Hrs.)

Pre-eminent themes and basic literature in the field of American state politics. Subjects may vary.

POS 513 Seminar in Politics, Inequality, and the Legal Order (4 Hrs.)

Pre-eminent themes and basic literature in the field of public law. Subjects may vary. See LES 513.

POS 514 Seminar in Political Thought (4 Hrs.)

Pre-eminent themes and basic literature in the field of political theory. Subjects may vary.

POS 515 Seminar in International Relations

(4 Hrs.)

Pre-eminent themes and basic literature in the field of international relations. Subjects may vary.

POS 516 Seminar in Comparative Politics

(4 Hrs.)

Pre-eminent themes and basic literature in the field of comparative politics. Subjects may vary.

POS 517 Seminar on Congress

(4 Hrs.)

Examines themes such as institutionalization and change in congressional representation and policy making. Subjects may vary.

POS 518 Seminar on Public Policy

(4 Hrs.)

Examines themes such as agenda formation and policy implementation in the public policy process. Subjects may vary.

POS 520 Internship in Teaching Process

(4 Hrs.)

Concentrated learning experience in college teaching. Students are placed with mentor teachers in local community colleges. Prerequisite: Permission of instructor.

POS 521 Internship in the Electoral Process

(4 Hrs.)

Concentrated learning experience in campaign management. Students are placed with program-approved campaigns and party organizations. Prerequisite: Permission of instructor.

POS 522 Internship in the Legislative Process

(4 Hrs.)

Concentrated learning experience in the legislative process. Students are placed with program-approved lobbying organizations, legislative liaisons, political consultants, and units of the Illinois General Assembly. Prerequisite: Permission of instructor.

POS 523 Internship in the Executive Process

(4 Hrs.)

Concentrated learning experience in executive and staff positions. Students are placed in agencies of the state of Illinois. Emphasis is on staff support of governmental and political leadership. Prerequisite: Permission of instructor.

POS 524 Internship in International Policy

(4 Hrs.)

Concentrated learning experience in international policy making at the state and regional levels. Students are placed in program-approved agencies responsible for international programs and policies. Prerequisite: Permission of instructor.

POS 525-526 Academic Seminar:

Illinois Legislative Staff Internship (2-6 Hrs.)
Literature on legislative process and behavior, the-

ories of representation, legislative staffing, and Illinois government and politics. Restricted to students selected as Illinois legislative staff interns.

POS 529 Practice Unit

(1 Hr.)

Structured experiential learning module designed to accompany student undertaking in program-approved applied research. Prerequisites: POS 501 and one seminar (POS 511-518), or permission of instructor.

POS 562 Practical Politics Seminar in Political Campaigns

(4 Hrs.)

Examines the history, techniques, and trends in modern political campaigns from the practitioner's perspective. Explores what works and why and the implications for those seeking elected public office and for the health of the political system.

POS 563 Practical Politics Seminar in Lobbying and Policy Analysis

(4 Hrs.)

Examines the history, techniques, and trends in lobbying and applied policy analysis from the practitioner's perspective. Explores what works and why and the implications for those seeking to influence public policy and for the health of the political system.

POS 580 Special Topics

(4 Hrs.)

Intensive study of a research or theoretical problem in political science, political education or practical politics. Subject matter and requirements for study and research are determined by the student and the supervising faculty member. Prerequisites: POS 501 and one seminar (POS 511-518), or permission of instructor.

POS 587 Group Research Project

(1-4 Hrs.)

Development and completion of research organized as a group project. Satisfies M.A. closure requirement. Prerequisite: Permission of instructor. Note: If the project is not completed by the time the initial four hours of credit are accumulated, students must register for one hour of audit in all subsequent semesters until the project is completed.

POS 588 Comprehensive Examination

(4 Hrs.)

Preparation for and completion of a comprehensive examination. Satisfies M.A. closure requirement. Prerequisite: Permission of instructor.

POS 589 Master's Project in Practical Politics

(1-4 Hrs.)

Development and completion of a closure project in practical politics. Prerequisite: Permission of instructor. Note: If the project is not completed by the time the initial four hours of credit are accumulated, students must register for one hour of audit in all subsequent semesters until the project is completed.

POS 590 Thesis (1-4 Hrs.)

Development and completion of a master's thesis in political studies. Prerequisite: Permission of instructor. Note: If the thesis is not completed by the time the initial four hours of credit are accu-

culated, students must register for one hour of audit in all subsequent semesters until the thesis is completed.

POS 599 Graduate Tutorial (1-4 Hrs.)

Public Administration

M.P.A.

Faculty – Glen H. Cope, Phillip M. Gregg, Randolph P. Kucera, Naomi B. Lynn, Lon Mackelprang, Kenneth Oldfield, A. Wayne Penn, Ronald Sakolsky, Anthony Sisneros

Accredited by the National Association of Schools of Public Affairs and Administration (NASPAA), the public administration program offers professional graduate education leading to the M.P.A. degree. The program works actively with many elements of state and local government to integrate academic and experiential components of the educational process. Many graduates have positions in Illinois state government. A growing number of pre-professional students have joined them in preparation for careers in public administration. Both the mix of students and the location of the program assist in the process of relating the concepts of theory to the insights of practical experience.

Basic M.P.A. curricular requirements are designed to impart knowledge and skills essential to meet pressing public problems. Advanced course work in the program may be pursued through identified sets of professional development courses or through individually designed programs of study related to particular career goals. Thus, the program allows highly flexible career preparations, while imparting fundamental knowledge and problem-solving skills.

Entrance Requirements

The public administration program faculty reviews and accepts candidates for the M.P.A. degree. Prospective students must also complete a separate application for graduate admission to UIS.

Applicants must provide transcripts of all previous undergraduate and graduate course work to be considered for admission. International students for whom English is not the native language must, in addition, provide TOEFL scores.

Full admission to the program requires admission to UIS and successful comple-

tion of all of the following prerequisites: (1) one undergraduate political science course in American politics/government; (2) one undergraduate descriptive/inferential statistics course, completed within five years of intended entry into the program; (3) one undergraduate course in microeconomics or a market economics survey course (other than macroeconomics); and (4) competence in one computer spreadsheet applications package, such as LOTUS. A grade of C (2.00) or better must have been earned for each undergraduate course used to meet these prerequisites.

Students may be granted conditional admission to the program, which permits enrollment in up to 12 semester hours of prescribed ADP courses during the first full academic year. Full admission to the program is required before students can enroll for more than 12 hours creditable to the M.P.A. degree.

Prospective students are strongly encouraged to obtain application information well in advance of their first term in the program. Completed applications should be received at least four weeks in advance of the first intended semester of M.P.A. enrollment. Application materials may be obtained from the Public Administration Program, PAC 366, University of Illinois at Springfield, P.O. Box 19243, Springfield, IL 62794-9243; telephone (217) 206-6310.

Pre-service Students

Students entering the program without significant professional work experience in the public or private sector are encouraged to undertake internships as part of their programs of study. Opportunities for such internships exist in various state and local governmental agencies in the

Springfield area. A student may undertake an internship for up to 20 hours of work per week during the regular academic year. Associated with the internship is an internship seminar (one credit hour) for a maximum of four credit hours applicable toward the M.P.A. degree. Intern seminars are designed to relate the work experience to the career development goals of the student. These seminars are undertaken upon joint agreement of the student and the adviser. Another opportunity for work experience is the Graduate Public Service Internship program.

Grading Policy

Public administration students may apply up to eight credit hours of C work toward the M.P.A. degree, provided that each credit hour of such work is offset by a credit hour of A work earned in a 500-level ADP course. All course work applied toward the M.P.A. under this arrangement must be earned at the University of Illinois at Springfield while the student is enrolled in a graduate program at UIS.

Writing Competence

Faculty identify writing deficiencies during courses and refer students to the Center for Teaching and Learning.

Program Requirements

Within the first 20 hours of program study, students are to meet the requirements of the program foundation (12 hours), which surveys the field of public administration and the analytical tools that are prerequisite to advanced study. In addition, students are required to complete eight hours of program core course work covering two functional areas: budget/finance and human resources management.

Advanced Professional Development

Advanced professional development courses concern particular areas of expertise and career opportunities. Sixteen hours of elective course work are

taken in advanced areas of study; at least eight hours typically involve public administration courses. Recognizing the diversity of student goals, the program allows students who wish to pursue individualized areas of study to do so in consultation with their advisers. Others may wish to pursue one of the professional development areas of study specifically identified here.

Students pursuing the M.P.A. typically follow one of two advanced professional development patterns. One pattern involves course work chosen from ADP offerings, often including specialization in fields such as personnel, budgeting, policy analysis/program evaluation, intergovernmental program administration, or organizational change/development. The second pattern involves completing advanced course work in ADP offerings in conjunction with course work offered by other UIS academic programs, such as legal studies (administrative law), management information systems, environmental studies, accountancy (public financial management), child, family, and community services (social services), or criminal justice (law enforcement, corrections).

The *Public Administration Handbook* contains detailed information on planning advanced professional development course work.

Master's Closure

M.P.A. degree candidates may fulfill the campus closure requirement by earning a grade of B- or better in ADP 571 Capstone Seminar or by completing a master's thesis. ADP 571 is open only to M.P.A. majors who have already completed at least 20 credit hours toward the degree. The substantive focus of individual seminars varies. The program office maintains a list of upcoming seminar topics.

Students who choose the thesis option must enroll for at least four, but not more than eight, credit hours in ADP 500 Thesis. These hours may be accumulated

incrementally at a rate of at least one credit hour per semester.

Campus policy requires that ADP majors who enrolled in ADP 571, but who did not complete the course, must re-enroll in the course for one credit hour on an audit basis each semester until the work is complete. Likewise, M.P.A. majors who select the thesis option but do not complete the thesis within the originally agreed-upon number of credit hours (4-8) must re-enroll in the course for one credit hour on an audit basis until the approved thesis is completed.

Program Foundation

ADP 501 Introduction to the Profession	4 Hrs.
ADP 502 Organization Dynamics	4 Hrs.
ADP 503 Analytical Tools	4 Hrs.
	12 Hrs.

Core Courses

ADP 504 Budget and Finance	4 Hrs.
ADP 505 Human Resource Management	4 Hrs.
	8 Hrs.

Advanced Professional Course Work

Electives (see program handbook)	16 Hrs.
ADP 571 Capstone Seminar	4 Hrs.
	20 Hrs.
Total	40 Hrs.



Course Descriptions

Program Foundation

ADP 501 Introduction to the Profession (4 Hrs.)
Analyzes fundamental issues of professionalization facing M.P.A. practitioners in the occupational field. Prerequisite: Introductory course in U.S. government/politics.

ADP 502 Organization Dynamics (4 Hrs.)
Structure and function of public organizations as socio-technical systems and of related individual, group, and leadership processes. Topics include leadership, decision making, group dynamics, motivation, job satisfaction, authority, power, organizational change, communication, conflict, and organization structure and design.

ADP 503 Analytical Tools (4 Hrs.)
Analytical and research tools required by professional public administrators. Topics include access to research materials, research methodology, analytical decision making tools, multivariate statistics, and introduction to advanced statistical techniques. Prerequisites: Lower-division course in probability and statistics and computer spreadsheet applications, or equivalent.

Program Core

ADP 504 Budget and Finance (4 Hrs.)
Budgetary decision making in governmental units. Political, economic, and administrative aspects of budgeting are examined. Analysis of budget innovations, such as the PPB system and zero-base budgeting. Prerequisites: Lower-division courses in American politics, computer spreadsheet applications, and microeconomics, or equivalents.

ADP 505 Human Resource Management (4 Hrs.)
Personnel administration in the public sector and administrative problems raised by this important management responsibility. Evaluation of psychological, administrative, political, and legal factors affecting managements ability to deal with organization/employee relationships. Examples from federal, state, and local governments.

Human Resource Management

ADP 411 Contract Administration (4 Hrs.)
Contract administration with emphasis on interpretation, application, and impasse resolution techniques of grievance procedures, mediation, and arbitration. See LAR 464.

ADP 412 Demystifying Professionalism (4 Hrs.)
Consideration of the definition of professionalism as an ideological question. Conservatives defend the traditional model of professionalism; liberals allude to new professionalism; radicals call for de-professionalization of society. These differences are explored.

ADP 465 Public Sector Labor Relations Seminar (4 Hrs.)
Study of behavioral, legal, social, political, and institutional forces that affect dynamics of labor relations in public employment.

ADP 467 Labor Arbitration (4 Hrs.)
Philosophy and practice of labor arbitration in the unionized private and public work settings. Students develop skills in arbitration practices, research methods, decision making, rules and procedures, selection of arbitrators, and construction and presentation of cases in simulated arbitration proceedings. See LAR 467 and LES 467.

ADP 511 Collective Bargaining (4 Hrs.)
Development and nature of employee organizations, collective bargaining, and public policies on labor relations in the public sector – federal, state, and local. Analysis of contemporary bargaining relations, procedures, problems, and consequences. Prerequisite: ADP 505, or permission of instructor.

ADP 512 Advanced Human Resource Management (4 Hrs.)
Contemporary issues in employee staffing and evaluation, government/employee relations, organizational structure, and innovation and technologies affecting public employment. Topics include images of public service, merit systems, patronage, employee conduct, wage and salary levels, and effects of employee organization. Prerequisite: ADP 505, or equivalent.

Budget and Finance

ADP 421 Auditing Concepts and Responsibilities (4 Hrs.)
Role of the attest function in society and knowledge of concepts and techniques underlying the audit process. Includes historical evolution of the attest function; professional responsibilities and ethics; auditing standards; legal liabilities; the audit process; reports and opinions. Prerequisites: ACC 322 and ACC 334. See ACC 464.

ADP 524 Capital Budgeting (4 Hrs.)
An overview of how public sector entities finance long-term projects. Includes measurement of governmental debt capacity by tracking trends in major fiscal indicators, such as per capita debt and debt as a percent of general revenue. Other topics include the role of rating agencies in capital expenditure decisions, determining yields to maturity and internal rates of return, cost benefit analysis, and recent innovations in bond financing. Prerequisites: ADP 503 and ADP 504, or permission of instructor.

ADP 525 Governmental Accounting for Public Administrators (4 Hrs.)
Introduction to the major concepts, principles, and objectives of governmental accounting (including fund accounting) and budgetary control systems for local and state government. The course is specifically designed for M.P.A. and other students with little or no background in accounting.

Analysis/Evaluation

ADP 431 Operations Research Methods (4 Hrs.)
Quantitative methods necessary for analysis, modeling, and decision making. Topics include linear programming, transportation model, network models, programming, decision theory,

games theory, PERT-CPM, inventory models, and queuing theory. Additional topics may be chosen from integer linear programming, system simulation, and nonlinear programming. Prerequisite: MAT 332, or permission of instructor. See MAT 444.

ADP 531 Public Policy Analysis (4 Hrs.)
Functions of policy analysis in political decision making, including bases for judgment, impact on bargaining, analytical limitations, and other issues in design and implementation of policy studies.

ADP 533 Program Evaluation (4 Hrs.)
Goals, methods, and techniques of program evaluation in public agencies and implications of program evaluation findings for legislative and executive program planning and implementation. Each student is required to design an evaluation of an organizational program. Prerequisite: ADP 503, or permission of instructor.

ADP 535 Service Delivery Marketing (4 Hrs.)
Applies marketing concepts and methodologies to planning and delivery of public sector services. Requirements include preparation and presentation of a public sector program marketing plan.

Organization Development and Change

ADP 441 Workplace Democracy (4 Hrs.)
Origins and recent developments in theory and practice of workplace democracy, both in the United States and in other capitalist as well as communist countries. Exploration of such concepts as worker control, worker self-management, and economic democracy. See LAR 462.

ADP 542 Personal Management Style (4 Hrs.)
Explores basic concepts and theories of management style from the perspective of both employee and supervisor. Participants assess their management styles by means of self-assessment instruments, simulations, and video playback. Prerequisite: ADP 502, or permission of instructor.

ADP 545 Interpersonal Behavior in Organizations (4 Hrs.)
Explores how interpersonal behavior shapes the organizational experiences of employees and supervisors and thereby determines their effectiveness. Includes class discussions, case study analysis, films, simulations, and video playback. Prerequisite: ADP 502, or permission of instructor.

Public Law

ADP 451 Judicial Administration (4 Hrs.)
Basic concepts and critical issues in judicial administration. Emphasis on Illinois court system structure and functions in comparison with national standards and other court systems. Top-

ics include case-flow management, jury management, records management, personnel administration, judicial rule making, budgeting, planning, and research. See LES 421.

ADP 452 Nondiscrimination Laws in Employment (4 Hrs.)

Development and implementation of nondiscrimination laws in employment, including hiring, firing, promotion, terms and conditions, benefits, and pay. Focus on protective labor laws, veteran preference, harassment, and due process requirements in employment. See LES 449 and WMS 449.

ADP 551 Administrative Law (4 Hrs.)

Legal foundation of administrative powers and limitations; study of delegation of administrative power, administrative discretion, legislative and executive controls, and legal restraints; types of administrative action and enforcement, administrative remedies, and judicial review of administrative action. See LES 551.

Master's Closure

ADP 571 Capstone Seminar (4 Hrs./1 Hr.)

Based on common readings drawn from one broad field or approach to public administration. Integrates academic research with issues faced by practicing professionals. Major paper and formal oral presentation required. Course meets program and campus requirements for master's degree closure. Prerequisite: Open only to fully admitted M.P.A. majors who have completed at least 20 credit hours of course work toward the degree prior to registration. **Note:** Students who do not complete the course work during the ini-

tial four-hour enrollment must register for one credit hour on an audit basis in all subsequent semesters until the work is completed.

Topics/Individual Arrangements

ADP 500 Thesis (1-8 Hrs.)

Credit awarded upon acceptance of thesis. **Note:** If the thesis is not completed by the time the initial eight hours of credit are accumulated, the student must register for one credit hour on an audit basis in all subsequent semesters until the thesis is completed.

ADP 590 Topics in Public Administration (2 or 4 Hrs.)

Selected topics announced when offered. May be repeated for indefinite number of credit hours, but particular topics must differ.

ADP 599 Tutorial in Public Administration (1-12 Hrs.)

Internship Seminars

ADP 460 Graduate Public Service Internship Seminar (1 Hr.)

Topics include critical issues in public service for public policy development processes, functional operations of public agencies and independent research. A maximum of four credit hours may be applied toward the M.P.A. degree.

ADP 480 Public Administration Internship Seminar (1 Hr.)

Analysis of internship experience. May be repeated for a maximum of four credit hours.

Doctor of Public Administration

D.P.A.

Faculty – Willa Bruce (Director), Glen Hahn Cope, Patricia Byrnes, Patria Julnes

Associated Faculty – Donna Dufner, Lee Frost-Kumpf, Malcolm Levin, Naomi Lynn, Donald O'Neal, Wayne Penn, Hammed Shahidian, Anthony Sisneros

Program Description

The mission of the doctor of public administration program is to educate students for careers in high levels of public service in state government and management or for careers in academia. The program emphasizes the theory, analysis, evaluation, and practice of public administration and public policy. Research is a very important component of doctoral-level education and, therefore, is emphasized in the program along with its practical applications. Graduates of the DPA program are equipped to contribute and use significant new knowledge about state government and agencies. While the DPA at UIS is primarily a practitioner oriented degree program, it is also appropriate for individuals who are interested in research and teaching.

Course work for the DPA emphasizes the development of conceptual (substantive) expertise and research competence, coupled with a strong commitment to realize these attributes within administrative practice. The availability of associated faculty from other programs at the University of Illinois at Springfield enables students to supplement their course work in public administration with a specialty concentration chosen from a wide range of program areas. The combination of multiple disciplinary perspectives in conjunction with the commitment to integrate theory with practice are hallmarks of a University of Illinois at Springfield education. Such an education is intended to enhance student capabilities for public service and leadership.

The DPA program has the following objectives: (1) to enhance the knowledge, competence, and leadership capacity of

managers and professionals in state government agencies and not-for-profit organizations; (2) to increase the intellectual and professional resources available to state government and not-for-profit organizations; (3) to increase research and teaching resources in areas of state government and not-for-profit management; (4) to contribute to the national pool of knowledge about state government and not-for-profit administration, policy, and leadership; (5) to enhance the overall public affairs effort of the University of Illinois at Springfield; and (6) to strengthen the field of public administration within Illinois.

Admission

For full admission to the doctoral program in public administration, applicants must meet the following requirements: (1) master's degree, with a minimum grade point average of 3.25 in graduate course work, (2) satisfactory performance on the GRE, (3) completion of all prerequisite course work, (4) demonstration of writing skills at the time of application through the submission of a recent copy of a research paper, report, or study written by the applicant, (5) demonstration of ability to succeed in doctoral studies by the recommendations of three persons knowledgeable about the applicant, at least one of whom is an academic reference, and (6) demonstration of personal commitment to academic excellence through a three-to-five page statement of academic and career goals. International students must also demonstrate English proficiency with a score of at least 575 on the TOEFL. Evaluation of applications for admission is based on a comprehensive analysis of the

application portfolio.

Admission decisions are made by the Doctoral Program Committee, which evaluates the information submitted by each applicant to the program. For admission to the DPA program, the goals and objectives of the student must, in the judgment of this committee and associated faculty, be an appropriate fit with the mission and capacity of the DPA program. Interested persons are encouraged to meet with the director of the DPA program prior to starting the application process.

Admission decisions are made twice each year. Students who want to be considered for fall semester admission should submit application materials no later than March 15. For spring semester admission, application materials should be submitted no later than October 30.

Prerequisites

Prerequisite course requirements include: satisfactory completion of a one-semester undergraduate or graduate course in macroeconomics; a one-semester undergraduate or graduate course in microeconomics; a graduate-level course on the American political system (or a graduate degree in public administration, political studies, or the equivalent); analytical tools (ADP 503, POS 503, or the equivalent); budgeting and finance (ADP 504 or the equivalent); and public policy (ADP 531 or POS 518 or the equivalent). An applicant who meets all admission requirements other than the course prerequisites may be admitted pending completion of these requirements. In no case will a student be allowed to take a core or research course before meeting its prerequisite. Under most circumstances a student who has completed the prerequisites within three years of admission will be adequately prepared.

Advising

An initial faculty adviser will be assigned at the time a student is admitted to the DPA program. The adviser will

assist the student in planning to take any prerequisite(s) and to enroll for the first two semesters of course work. Before a student has completed 16 credit hours in the doctoral program, he or she should select a permanent faculty adviser and a three-member Student Supervisory Committee. At least one member of the committee must represent the student's identified area of specialization. The faculty adviser will assist the student in planning the program of doctoral study and serve as dissertation adviser. The Student Supervisory Committee formally evaluates student progress once each year and develops questions for the student's qualifying examination. Membership on this Student Supervisory Committee must be approved by the director of the DPA program and the dean of the College of Public Affairs and Administration. The student's faculty adviser will chair the Student Supervisory Committee. This committee will also have responsibility for supervising the student's dissertation.

Course Requirements

The student's supervisory committee is responsible for assisting the student in developing a program of study that meets the course requirements specified below.

Each student must complete at least 54 hours of coursework plus a minimum of 12 hours of dissertation credit. The Doctoral Program Committee will assess all work done at other institutions and will grant up to 12 hours of transfer credit for graduate work deemed appropriate for the DPA. All students will be required to complete core courses and research courses with a grade of B or better in each course.

Core Courses (20 hours)

- DPA 601 Advanced Seminar in Public Administration Theory and Organizational Analysis
- DPA 602 Advanced Seminar in Organization Behavior in Public Systems
- DPA 603 Advanced Seminar in Financial Management and Fiscal Policy

**Doctor of
Public Administration**

- DPA 604 Advanced Seminar in Public Policy Processes and Analysis
DPA 605 Administrative Ethics and Public Service

Research Courses (12 hours)

- DPA 611 Advanced Seminar in Quantitative Methods
DPA 612 Advanced Seminar in Qualitative Methods
DPA 613 Advanced Seminar in Research Methods

Advanced Field Courses (20 hours)

After completing all required core and research classes with a B or better in each one and successfully completing a preliminary exam, the student will work with his/her adviser to develop an advanced field area study plan. This plan must be approved by the Student Supervisory Committee and the DPA director before the student takes any advanced field area courses. The student may petition the DPA Committee for permission to enroll in a maximum of two advanced field area classes prior to completion of the preliminary exam.

After the student completes coursework for the advanced field area, the Student Supervisory Committee will prepare a qualifying examination. On successful completion of this exam, the student may enroll in DPA 687 the Dissertation Proposal Preparation Seminar.

The advanced field areas and classes required in them are:

1. Non-Profit Management (20 hours)

- DPA 621 Program Evaluation
DPA 622 Advanced Seminar in Human Resources Management
DPA 623 Nonprofit History and Philanthropy
DPA 624 The Nonprofit Organization in a Market Economy
DPA 625 Nonprofit Leadership

2. State Government (20 hours)

- DPA 621 Program Evaluation
DPA 622 Advanced Seminar in Human Resources Management
DPA 631 Intergovernmental Relations

- DPA 632 Legislative and Administrative Politics

- DPA 633 Special Topics in State Government

3. Advanced Field Option (20 hours)

The student may choose an area of special interest and work with his/her Student Supervisory Committee to identify the five classes in the area most appropriate to the student's individual interests.

Dissertation (minimum 14 hours)

- DPA 687 Dissertation Proposal Preparation Seminar 2 - 4 Hrs.
DPA 690 Dissertation min. 12 Hrs.

Dissertation Work (a minimum of 14 hours)

Dissertation Proposal. A written dissertation proposal must be formally approved by the Student Supervisory Committee before dissertation work may begin. Students will be required to take DPA 687 Dissertation Proposal Preparation Seminar as a part of their dissertation proposal preparation.

Admission to Candidacy. After successful defense of the dissertation proposal and approval by the Student Supervisory Committee, the student is admitted to candidacy and may officially begin work on the dissertation. Campus policy requires that after completing all requirements for candidacy, the student must be continuously enrolled in at least one semester hour of dissertation course work until the dissertation is completed, defended, and accepted.

Dissertation Committee. The dissertation committee for each student will usually be the same as his or her supervisory committee selected at the beginning of doctoral studies and an additional member from outside the DPA program. The chair of this committee is the student's dissertation adviser. In cases where a student takes an advanced field area at another institution, the dissertation committee must include the student's major professor from that institution. With the approval of the Doctoral Program Committee, the director of the doctoral pro-

gram and the dean of the College of Public Affairs and Administration, this committee member may serve as dissertation adviser. Any membership changes in this committee may be made by the student, in consultation with his or her adviser. To remove, add, or replace a Student Supervisory Committee member requires approval of the director of the DPA program and the dean of the College of Public Affairs and Administration.

Oral Dissertation Defense. An oral examination on the dissertation will be conducted by the dissertation committee according to doctoral program regulations. The dissertation adviser will chair the oral dissertation defense. This defense will be open to the campus community.

Examinations

Preliminary Examination. The preliminary examination is a written examination based on the core courses and must be taken within one year after completion of the core and research course requirements and before a student is allowed to take advanced field courses. With the permission of the Doctoral Program Committee, a student may take a maximum of two advanced field courses prior to passing the preliminary examination.

Qualifying Examination. Students are required to take a qualifying examination in their area(s) of specialization. The qualifying examination is both written and oral. Upon successful completion of this examination, a student is eligible to begin dissertation research.



Course Descriptions

DPA 601 Advanced Seminar in Public Administration Theory and Organizational Analysis (4 Hrs.)
Exploration of the intellectual and theoretical foundations, historical contexts, and contemporary arguments about public administration as both a field of practice and an academic discipline. Intensive readings in original works in the

foundation of the field and relevant collateral fields equip the student to analyze the assumptions underlying and framing public administration as well as the current discussions of scholarship in the field and the theoretical underpinnings of government leadership. Prerequisite: A graduate-level course on the American political system or a graduate degree in public administration, political studies, or the equivalent.

DPA 602 Advanced Seminar in Organizational Behavior in Public Systems (4 Hrs.)

Organizing processes; the connections and interactions between elements and parts of organizations; diagnosing organization problems and managing change; leadership behavior and effectiveness; expectations and values; job satisfaction and individual performance; organizational culture; and norms and values. Prerequisite: ADP 502 or equivalent.

DPA 603 Advanced Seminar in Financial Management and Fiscal Policy (4 Hrs.)

Historic development and trends in public revenues and expenditures; political, economic, and administrative significance of decisions in the field of public financial management; the limitations of financial policy as a mechanism of social policy and management control. Prerequisites: ADP 504 or equivalent and a one-semester undergraduate or graduate course each in macro- and microeconomics.

DPA 604 Advanced Seminar in Public Policy Processes and Analysis (4 Hrs.)

Critical analysis of the policy field; integration of quantitative, normative, organizational, and political considerations in policy formulation; policy research; analytic frameworks in diverse substantive policy areas; ethics and values. Prerequisite: ADP 531 or POS 518 or equivalent.

DPA 605 Administrative Ethics and Public Service (4 Hrs.)

Overview of research and theory development about ethical issues in the management of government services; utilitarian, deontological, and moral considerations of ethical controversies; normative traditions of public administration ethics; practical solutions and applied and empirical research about questions of government ethics.

Research Methods Courses

DPA 611 Advanced Seminar in Quantitative Methods (4 Hrs.)

Advanced multivariate techniques, including multiple regression; path analysis; multiple classification analysis; analysis of variance models; forecasting models. Prerequisite: ADP 503, POS 503 or equivalent and proficiency in elementary multivariate statistics and data analysis techniques.

DPA 612 Advanced Seminar in Qualitative Methods (4 Hrs.)

Further development of the methods necessary for public administration qualitative research, focusing on participant observation, interviewing, writing fieldnotes, and transforming these field data into documents. Recent literature on the theoretical and ethical aspects of qualitative methods will be covered. The formulation of a research project to be carried out during the semester is required. Prerequisite: ADP 503, POS 503 or equivalent.

DPA 613 Advanced Seminar in Research Methods (4 Hrs.)

The role of scientific explanatory research and prescriptive research in the action-oriented field of public administration is explored. Critiques of current research in the field help identify the choices regarding theories, methods, and techniques of the research process. Seminar readings on advanced quantitative and qualitative methods to contribute to the formulation of a research project to be carried out during the semester. Prerequisite: DPA 611 and DPA 612.

Advanced Field Area Courses

DPA 621 Program Evaluation (4 Hrs.)

Advanced techniques of program evaluation including recent techniques in defining and using measurements of efficiency and effectiveness. Class readings and exercises examine issues in the designs and conduct of evaluation with attention to the impacts of program evaluation research on program planning and implementation. Written analyses of program evaluation research and a major paper and presentation are required.

DPA 622 Advanced Seminar in Human Resources Management (4 Hrs.)

Advanced topics in personnel administration, labor relations, and organization/employee relations. The course stresses the differences in the application of human resource concepts and differences in theories and practices between nonprofit and public sectors. Written analyses and presentations are required.

DPA 623 Nonprofit History and Philanthropy (4 Hrs.)

Examines the origins of the nonprofit sector and its development in the 20th century, including the role of philanthropy. The use of the historical perspective in research on current nonprofit administration and policy issues is highlighted. Written analyses and presentations are required.

DPA 624 The Nonprofit Organization in a Market Economy (4 Hrs.)

Explores the current dimensions of the nonprofit sector, competing explanations of the sector's role in a market economy, and current and emerging

policy issues raised by the interaction with the government and for-profit sectors. Course readings and assignments evaluate the issues of how policy, the legal framework, and multiple funding sources shape a nonprofit organization. A required research project will broaden the perspective on the issues.

DPA 625 Nonprofit Leadership (4 Hrs.)

Research on the historical, legal, and societal perspectives on leadership of a mission-based nonprofit sector organization is explored. Course readings and assignments will contribute to the formulation of an action-oriented research project to be carried out during the semester.

DPA 631 Intergovernmental Relations (4 Hrs.)

Culture, economy, politics, social structure, and the nature and interrelated functions of government; federalism and the relation between federal and state government policies and programs; dynamics and issues in agenda formation and policy implementation; accomplishments and performance of state agencies; applied and empirical research on intergovernmental relations.

DPA 632 Legislative and Administrative Politics (4 Hrs.)

Examines the political and legislative heritage of public administration at the state level with special emphasis on normative traditions and public service delivery systems; interest groups, patronage, and policy decisions; applied and empirical research on legislative and administrative systems with emphasis on comparing state systems.

DPA 633 Special Topics in State Government (4 Hrs.)

Extensive study of an area of state government. Topics will vary according to pertinent issues of interest to faculty or students.

Dissertation

DPA 687 Dissertation Proposal Preparation Seminar (2-4 Hrs.)

Required course designed to assist students with the preparation of dissertation proposals.

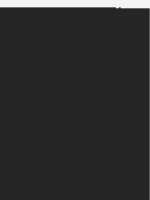
DPA 690 Dissertation (1-12 Hrs)

Research and writing of the doctoral dissertation. Prerequisite: Satisfactory completion of qualifying examination and DPA 687. DPA 690 is repeated until dissertation is completed, defended, and approved by dissertation committee; minimum of 12 hours required. Campus policy requires that, after completing all requirements for candidacy, students must be continuously enrolled in at least one semester hour of dissertation course work until the dissertation is completed, defended, and accepted.

DPA 699 Independent Study/Tutorial (1-4 Hrs.)



AST/Sequences/Thematics



Applied Study and Experiential Learning Term

Faculty – Jan Droegkamp, Barbara Jensen, Bill Jordan, Elaine Rundle-Schwark

Associated Faculty – Leonard Branson, Paul McDevitt

The applied study and experiential learning term (AST) is central to UIS' public affairs emphasis within the framework of a liberal arts curriculum and stresses practical experience, professional development, and innovative teaching. The AST fulfills this role by providing an academically sponsored learning experience that gives all degree seeking undergraduate students an opportunity to learn from the community – about its everyday tasks, its professional life, its problems, and its unmet needs.

The AST process emphasizes self-directed learning that provides opportunities for career exploration, integration of academic studies with practical experience, determination of additional learning needs, cultivation of independent learning skills, and development of increased awareness of community, diversity, and public affairs.

The campus and AST faculty recognize the diversity of backgrounds and academic and career needs of students. A variety of curricular options are described more fully in the AST course descriptions. Some programs (i.e., social work, nursing, and clinical laboratory science) have an experiential component integrated into the academic curriculum of the program.

UIS provides an opportunity for all degree seeking undergraduates to take 2-12 semester hours of applied study. Only 8 semester hours of applied study may be used to satisfy campus requirements. An additional 4 semester hours may be taken for elective credit with the adviser's permission. It is recommended that the AST be taken after completion of at least 12 semester hours in the academic major; however, ASTs may be taken earlier with

approval of the program adviser. Some programs require prerequisites before the AST. Scheduling is flexible and a variety of options are available to meet individual student needs. The most useful configurations are –

A. 16 weeks, part time, for eight semester hours (20 hrs. per week)

B. 16 weeks, part time, for four semester hours (10 hrs. per week)

C. 8 weeks, full time, for eight semester hours (40 hrs. per week)

(A basic rule to follow: One semester hour of AST credit equals approximately 40 hours of applied learning.)

Advising

During their first semesters of enrollment, students should make an appointment with their program advisers and an AST faculty member to discuss plans for the integration of academic studies and experiential learning.

The following options are available:

AST 300 (General) provides an option for matching the individualized learning needs of the student with an appropriate placement.

Project AST is an option for special and appropriate sponsored learning experiences (i.e., travel or research, etc.).

AST 302 (Career Applied Study Term) is recommended for students who want to expand their careers by developing a new learning component in their present positions.

AST 305/306 (Cooperative Education Experience) is a two-semester experience that places students in individualized, paid positions in a business/industry setting.

AST 401/501 (Assessment of Experiential Learning) is recommended for students with extensive work experience or volunteer service and other non-classroom experience who are seeking a class to ease the transition to college and/or to earn credit for prior learning. (See the section on credit for prior learning below.)

Early planning for the AST is necessary to ensure a meaningful experience for each student.

Procedures

Early in the semester preceding enrollment in the AST, students should arrange all details of placement with the AST faculty. Registration can be completed only with the permission of the program adviser and an AST faculty member.

Grading Policy

Credit is awarded only on a credit/no credit basis. To earn AST credit, the student's academic performance must be judged satisfactory by the UIS faculty supervisor who evaluates the learning contract, journal, and final self-evaluation. The student also must participate in scheduled seminars and receive a satisfactory evaluation from the field supervisor.

Credit for Prior Learning

Undergraduates with extensive work experience, volunteer service, and other non-classroom learning experience may wish to earn credit in appropriate academic areas. Enrollment in AST 401 is strongly recommended for undergraduates preparing prior learning portfolios. The learning portfolio may also be attempted independently. Students may elect to use the successful completion of AST 401 to satisfy 4 hours of applied study toward UIS requirements.

Graduate students may also request credit for prior learning; however, the applicability of the credit to a graduate degree is at the discretion of individual

academic programs. All students should contact the CPL office for more information. Information is also available on-line at <http://www@uis.edu/~kryan>.



Course Descriptions

AST 300 General Applied Study Term (2-12 Hrs.)

An individualized field experience providing students with the opportunity to apply theory, expand knowledge, determine additional learning needs, explore careers, and develop a public awareness. A required seminar is the academic component that provides a theoretical basis for learning and integrating the field experience. May be repeated for a maximum of 12 semester hours.

AST 300 Project AST (2-12 Hrs.)

An option available to students interested in developing individual projects (i.e., student art show, travel, creative works, foreign study, and research).

AST 302 C.A.S.T. (Career Applied Study Term) (4 Hrs.)

Designed for students well along in their careers who can develop a new learning component in their present positions. Assists students in analyzing career goals and in developing a sense of career function, demand, and satisfaction. (This option is only for students who enrolled before 1990 and who chose to follow the original campus requirement of eight semester hours of AST.)

AST 303 L.A.S.T. (Legislative Applied Study Term) (1-8 Hrs.)

Combines a careful study of the structure and functions of legislatures with a placement on the staff of a member of the Illinois General Assembly. Interns may do such things as research bills, participate in committee work, and assist constituents and committee witnesses. (Available only during spring term.)

AST 305 Cooperative Education Experience I (1-4 Hrs.)

First of a two-semester cooperative education experience that places the students in individualized, paid positions in a business/industry setting. Assists students in analyzing the work environment, policies and procedures, organizational structure, and goals of the organization. A required seminar is the academic component that assists the student in setting goals and professional objectives (learning contract), identifying non-technical problems in the workplace, exploring

the impact of interpersonal skills of job success, and preparing a final self-evaluation of the cooperative experience.

AST 306 Cooperative Education Experience II (1-4 Hrs.)

Second part of a two-semester cooperative education experience. Students serve in individualized, paid positions in a business/industry setting. Placement can be a continuation of that developed in AST 305 or it can be new/different cooperative experience. Further assists the student in the objectives of AST 305 plus identifying additional workplace problems (e.g., time management, stress, career development). Students must prepare a comprehensive final self-evaluation.

AST 350 Health Services Administration (1-8 Hrs.)

Special section for students majoring in health services administration. Administered and evaluated by AST program consistent with HSA program expectations. Students must complete HSA 301, HSA 325, HSA 332, and HSA 342 before registering for AST 350. See HSA 350.

AST 401 Assessment of Experiential Learning (4 Hrs.)

A course to ease the transition back to college.

Designed to assist learners in identifying, articulating, and documenting learning acquired outside the traditional classroom. Includes the development of a portfolio containing an autobiography and chronological record, narrative essay describing specific areas of learning, and the documentation verifying those claims. Students may elect to use the successful completion of this course to satisfy four semester hours of UIS requirements.

AST 501 Assessment of Experiential Learning (2 Hrs.)

Designed to assist graduate-level learners in identifying, articulating, and documenting learning acquired outside the traditional classroom. Includes the development of a portfolio containing an autobiography and chronological record, narrative essays describing specific areas of learning, and documentation verifying those claims. Reserved for graduate students who are planning to request credit for prior learning.

Teacher Education

Faculty – Gary Butler, Allan Cook, Daniel Matthews, Loretta F. Meeks, Larry D. Stonecipher, Gary A. Storm, Theresa Sullivan-Stewart

Adjunct Faculty – Stacy Burroughs, Richard Eggleston

The University of Illinois at Springfield offers a variety of opportunities for both experienced and pre-service teachers.

Those teachers who hold a bachelor's degree may wish to major in academic programs leading to a master's degree. Others may wish to build a program to suit their individual needs through the individual option program. Prospective students who are experienced teachers are urged to discuss their programs carefully with their advisers and to consult with the convener of the teacher education sequence. Additionally, various in-service courses and institutes are offered periodically to experienced teachers to enhance their skills in content and related areas.

The teacher education sequence provides course work that leads to Illinois certification at the elementary or secondary level, when combined with an appropriate academic major and fulfillment of general education and campus requirements. Students seeking either elementary or secondary certification should expect that their total programs of study will exceed the minimum number of hours required for graduation.

A major goal of the sequence is to prepare teachers who are competent in subject matter and who understand the psychological and sociocultural characteristics of learners. It operates on the philosophy that society has a need for educated, humane, and caring individuals; that schools should be centers where education and humaneness are stressed; and finally, that teachers entering the schools should model these values along with skills in critical thinking and decision making. Graduates should also be able to pro-

mote effective learning in students who vary by race, ethnicity, gender, social class, and physical or mental ability.

Elementary education students may major in an appropriate academic discipline. Examples of appropriate academic majors at UIS are psychology, biology, chemistry, visual arts, economics, history, English, mathematical sciences, political studies, and sociology/anthropology. Students should work closely with advisers in both the TEP sequence and the degree program to integrate the course of study in both areas.

Secondary education students may major in one of several programs leading to certification in the areas of English, general or biological science, mathematics or social studies.

The teacher education sequence has prepared a Student Handbook outlining policies and procedures and a handbook for student teachers. Students are expected to consult these sources, in addition to this catalog statement.

Admission

Students seeking certification in either elementary or secondary education must make formal application to the teacher education sequence by February 1 for the next academic year to receive full consideration. To have his/her application considered, a student must meet with a TEP representative, be admitted to UIS, and have an overall grade-point average of 2.50 (on a 4.00 scale) for all college-level work.

Once admitted into the teacher education sequence, a student must pass all three sections of the Pre-professional Skills Test (PPST), which includes reading,

writing, and math, before enrolling in TEP 414, 419, 432, 433, 434, 435, 436, 437, or 438. A student may repeat any failed section(s) once. If a student fails a section(s) a second time, he/she must complete additional college-level course work in the failed basic skill(s) before enrolling in any 400-level course. A student must maintain a grade-point average of 3.00 in teacher education course work, successfully complete the practicum experiences required in the sequence, and maintain a grade-point average of 2.75 in his/her disciplinary concentration (elementary) or area of specialization (secondary). Student progress is evaluated throughout the teacher education sequence.

Student Teaching

The final semester of the professional sequence is a 16-week learning experience combining TEP 448 Teaching and Learning Grades K-8 or TEP 449 Teaching and Learning Grades 6-12 with TEP 450 Student Teaching Grades K-8 and TEP 451 Student Teaching Grades 6-12. This experience is available to students only after they have been admitted into the sequence; have successfully completed all the professional education courses; have demonstrated technology competencies; have earned a 3.00 (on a 4.00 scale) grade-point average in course work taken in the teacher education sequence; and, finally, have earned a 2.75 grade-point average in their disciplinary concentration or area of specialization.* Students may register for student teaching only upon recommendation of the Teacher Education Committee.

Student teaching placements are made in school districts in central Illinois.

**Approval from a student's major program may require completion of some additional course work as designated by that program.*

Sequence Requirements

Elementary Education

Students interested in obtaining an elementary certificate must either hold an appropriate baccalaureate degree or be

enrolled in a baccalaureate degree program at UIS. In addition to completing the baccalaureate degree, all students must complete requirements in the teacher education sequence and satisfy a set of general education requirements outlined by the State Teacher Certification Board. The recommended course sequence for elementary education follows.

Course Sequence

First Block

TEP 307 History and Philosophy of Education	3 Hrs.
TEP 311 School and Community	3 Hrs.
PSY 422 Child Development	4 Hrs.

Second Block

PSY 401 Educational Psychology	4 Hrs.
TEP 432 Basic Reading Methods	4 Hrs.

Third Block

PSY 424 Exceptional Child	4 Hrs.
TEP 433 Elementary Methods: Math/Science	3 Hrs.
TEP 434 Elementary Methods: Language Arts/Social Studies	3 Hrs.

Fourth Block

TEP 448 Teaching and Learning Grades K-8	4 Hrs.
TEP 450 Student Teaching Grades K-8	8 Hrs.
Total	40 Hrs.

Secondary Education

The University of Illinois at Springfield is entitled to certify secondary teachers in five areas: social studies, English, general and biological science, and mathematics. The teacher education sequence thus provides opportunities to combine undergraduate disciplinary study with education courses in a program leading to secondary certification. The sequence also serves graduates who wish to seek secondary certification after having completed a baccalaureate degree at UIS or another educational institution.

Students interested in a secondary certificate must either hold an appropriate baccalaureate degree or be enrolled in a baccalaureate degree program at UIS. In

addition to completing a baccalaureate degree, all students must complete a set of general education requirements outlined by the State Teacher Certification Board. The recommended course sequence for secondary education follows.

Course Sequence

First Block

PSY 423 Adolescence	4 Hrs.
TEP 307 History and Philosophy of Education	3 Hrs.
TEP 311 School and Community	3 Hrs.

Second Block

PSY 401 Educational Psychology	4 Hrs.
TEP 419 Reading in the Content Area	3 Hrs.

Third Block

PSY 424 Exceptional Child	4 Hrs.
TEP 414 Curriculum	3 Hrs.
Secondary education methods in area of specialization (Options include TEP 435 English Methods Grades 6-12, TEP 436 Mathematics Methods Grades 6-12, TEP 437 Science Methods Grades 6-12, TEP 438 Social Studies Methods Grades 6-12)	3 Hrs.

Fourth Block

TEP 449 Teaching and Learning Grades 6-12	4 Hrs.
TEP 451 Student Teaching Grades 6-12	8 Hrs.
Total	39 Hrs.

Certification

Upon completion of TEP and UIS baccalaureate degree requirements, students are certified by the State Teacher Certification Board for a K-9 teaching certificate or a 6-12 teaching certificate. Students must also meet a set of general education requirements, pass tests of basic skills and subject matter knowledge administered through the Illinois certification system, and satisfy any other requirements outlined by the State Teacher Certification Board, which has the sole authority for awarding or denying teacher certification.

The IBHE middle school endorsement requirement went into effect on July 1, 1997. Any teacher hired after that date to teach in a departmentalized school containing grades 5, 6, 7, and/or 8 must have completed two three-semester-hour courses, a curriculum course, and a psychology course devoted to the middle school student. Contact your TEP adviser if you have questions regarding the middle school endorsement.

Technology Competencies

Faculty in teacher education have identified technological areas in which students exiting the teacher preparation program at UIS should demonstrate experience and competency. Students are expected to demonstrate at least minimal competency in each of these areas by the time they have completed their sequence of courses. The technological areas include but are not limited to the following: word processing, use of software, spreadsheets, database, Internet, and integration of technology into teaching.



Course Descriptions

TEP 307 History and Philosophy of Education (3 Hrs.)

History and philosophy of education in Western society with major focus on 20th century American developments. Prerequisite: Permission of instructor.

TEP 311 School and Community (3 Hrs.)

Current issues in school-community relationships. Students examine ways in which teachers and other school personnel can use the full range of community resources – human and material – in pursuit of meaningful educational goals with students. Prerequisite: Permission of instructor.

TEP 414 Curriculum (3 Hrs.)

Examines selected curricula including their historical precedents, stated objectives, organizational patterns, curriculum materials, and instructional strategies. Includes opportunities for students to plan, specify, and develop curricula and materials. Pre-clinical experiential learning opportunities

are provided. Prerequisites: Permission of instructor and either TEP 307 or TEP 311 and PSY 401 or 423.

TEP 419 Reading in the Content Area (3 Hrs.)
Strategies for reading; content area materials presented. Participants examine reading and study skills approaches appropriate for content area materials. Pre-clinical experiential learning opportunities are provided. Prerequisites: Permission of instructor and either TEP 307 or TEP 311 and PSY 401 or 423.

TEP 432 Basic Reading Methods (4 Hrs.)
Examines ways pupils learn to read as well as means by which teachers can stimulate and enhance pupils' competencies, interests, and attitudes. Pre-clinical experiential learning opportunities are provided. Prerequisites: Permission of instructor and either TEP 307 or TEP 311 and PSY 401 or 422.

TEP 433 Elementary Methods: Math/Science (3 Hrs.)
Designed to provide pre-service teachers with practical skills for teaching elementary mathematics and science. Participants are introduced to various approaches, techniques, and tools relevant to instruction. Pre-clinical experiential learning opportunities are provided. Prerequisites: Permission of instructor and TEP 432.

TEP 434 Elementary Methods: Language Arts/Social Studies (3 Hrs.)
Study of methods for teaching language arts and social studies. Survey of curricula and processes of learning in each discipline. Instruction in use of audio-visual media. Pre-clinical experiential learning opportunities are provided. Prerequisites: Permission of instructor and TEP 432.

TEP 435 English Methods Grades 6-12 (3 Hrs.)
Basic steps and strategies for teaching American and English literature, composition, and grammar. Students are exposed to a variety of teaching styles and activities that are used in the teaching of language arts in the middle and high schools. Pre-clinical experiential learning opportunities are provided. Prerequisites: Permission of instructor and completion of or concurrent enrollment in either TEP 414 or 419.

TEP 436 Mathematics Methods Grades 6-12 (3 Hrs.)
Examines the methods employed by teachers in teaching mathematics in grades 6-12. Pre-clinical experiential learning opportunities are provided. Prerequisites: Permission of instructor and completion of or concurrent enrollment in either TEP 414 or 419.

TEP 437 Science Methods Grades 6-12 (3 Hrs.)
Examines the methods of teaching science to stu-

dents in grades 6-12. Students explore both classroom instruction as well as laboratory setup, instruction, and evaluation. Pre-clinical experiential learning opportunities are provided. Prerequisites: Permission of instructor and completion of or concurrent enrollment in either TEP 414 or 419.

TEP 438 Social Studies Methods Grades 6-12 (3 Hrs.)
Analyzes the structures of economics, geography, world history, U.S. history, anthropology, sociology, and political science as they relate to the secondary social studies curriculum. Materials and methods of instruction in the various social sciences and history are examined. Pre-clinical experiential learning opportunities are provided. Prerequisites: Permission of instructor and completion of or concurrent enrollment in either TEP 414 or 419.

TEP 448 Teaching and Learning Grades K-8 (4 Hrs.)
Provides participants opportunities to plan and provide instruction for varied groups of elementary students through microteaching formats. Course content is delivered through modules incorporating major teaching and learning strategies. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

TEP 449 Teaching and Learning Grades 6-12 (4 Hrs.)
Provides participants opportunities to plan and provide instruction for varied groups of secondary students through simulated microteaching formats. Course content is delivered through modules incorporating major teaching and learning strategies. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

TEP 450 Student Teaching Grades K-8 (8 Hrs.)
Internship in the classroom under supervision of UIS faculty and cooperating master teacher. Prospective teachers are required to keep a journal of their experiences, demonstrate evidence of their preparedness to teach, and attend scheduled seminars conducted by UIS faculty and resource persons. Prerequisite: Permission of instructor.

TEP 451 Student Teaching Grades 6-12 (8 Hrs.)
Internship in the classroom under supervision of UIS faculty and cooperating master teacher. Prospective teachers are required to keep a journal of their experiences, demonstrate evidence of their preparedness to teach, and attend scheduled seminars conducted by UIS faculty and

resource persons. Prerequisite: Permission of instructor.

TEP 465 Safety Education (3 Hrs.)

Philosophy of safety education for teachers grades K-12. Human and environmental factors in automobile, home, recreational, and school safety. Course includes training in CPR. Prerequisite: Permission of instructor.

TEP 489 Teachers' Workshop in Archaeology (2 Hrs.)

Contemporary theories and methods of archaeol-

ogy, including excavation of archaeological site, laboratory analysis of archaeological materials, and lectures and presentations on native American technology, culture, and prehistory. Offered in conjunction with the Center for American Archaeology in Kampsville, Illinois. Designed for primary and secondary teachers in social sciences, natural sciences, and humanities. Room and board expenses required. Prerequisite: Permission of instructor.

Astronomy-Physics

Associated Faculty – Alexander J. Casella, Charles Schweighauser

Astronomy-physics is a thematic activity in the College of Liberal Arts and Sciences. It provides courses and laboratory work in astronomy and physics, featuring an astronomical observatory with a 14-inch Schmidt-Cassegrain telescope, an eight-inch Schmidt-Cassegrain telescope, one six-inch and one eight-inch Newtonian telescope, an eight-inch fixed focal point telescope for persons with disabilities, a diffraction grating spectrograph, a photoelectric photometer, a hydrogen-alpha filter, an objective prism, and a charge-coupled device (CCD). A 20-inch telescope, installed under dark skies at a site remote from the campus, is used for training advanced students and for research work. Opportunities are provided for students to do research with astronomy-physics faculty.

In 400-level courses, graduate students are expected to do additional work, including reading of selected primary sources and, when appropriate, additional observatory/laboratory work.

Students may pursue an individualized degree that includes astronomy-physics through the individual option or liberal studies programs. A typical core group of courses might include ASP 402 Modern Astronomy, ASP 404 Astrophysics, ASP 407 Practical Astronomy, ASP 408 Observational Astronomy, and ASP 409 Galaxies: Structure and Evolution. Students should ask astronomy-physics faculty for advice about courses related to degree work in the individual option or liberal studies programs.

For eight weeks during the fall and spring semesters, the UIS observatory on campus is open to the public from 8 to 10 every Friday night, weather permitting. A short astronomical lecture, star and constellation identification, use of the observatory's telescopes to look at a variety of astronomical objects, and extensive

exhibits are all available to the public. For information about weather conditions and use of the observatory, call the UIS switchboard at 206-6600 after 7 p.m. on Fridays. There are also Sunday Night Star Parties for persons with disabilities. Reservations required. For further information, call 206-6720.



Course Descriptions

ASP 401 Astronomy for Everyone (4 Hrs.)

Descriptive introduction to modern concepts of the physical nature of the astronomical universe. Topics include astronomical instrumentation, stars, the sun, nebulae, galaxies, and planets. For nonscience majors.

ASP 402 Modern Astronomy (4 Hrs.)

Quantitative approach to the solar system, astrophysics, stellar systems and galactic astronomy.

ASP 404 Astrophysics (4 Hrs.)

Origin, evolution, interiors and energy production mechanisms of stars.

ASP 406 Modern Cosmology (4 Hrs.)

Analytical approach to the grand unified theories (GUTS) of particle physics that have recently been developed in conjunction with the standard big bang model to explain the origin, evolution, and present structure of the universe. Galactic origins also considered.

ASP 407 Practical Astronomy (2 Hrs.)

Training in observatory procedures and techniques. Imaging of objects in the solar system (planets, moon, sun) and deep-sky objects (galaxies, nebulae, star clusters) using the campus' 14- and 20-inch telescopes and associated equipment. Prerequisite: ASP 401, or equivalent.

ASP 408 Observational Astronomy (2 Hrs.)

Techniques of spectroscopy in determining stellar temperatures, luminosities and chemical compositions, using the campus' 14- and 20-inch telescopes and spectrograph. Prerequisite: ASP 407.

ASP 409 Galaxies: Structure and Evolution (4 Hrs.)

Comprehensive study of galaxies, including devel-

opment of galactic structure, star formation and distribution, interstellar medium, galactic dynamics, dark matter, and interacting galaxies.

ASP 410 Research (1-4 Hrs.)

Investigation of a specific problem in astronomy-physics of interest to the student and instructor. May be repeated for credit without limit, but research topics must vary.

ASP 419 The Nature of Things (2 Hrs.)

For the nonscience major curious about develop-

ments of modern physics but lacking the mathematical background required for the traditional course. Major concepts of modern physics, stressing the human creative process involved in development of modern physical theories. Includes relativity, cosmology, nature of atoms, elementary particles, and nature of light.

ASP 420 Topics in Astronomy/Physics (4 Hrs.)

In-depth study of topics such as the solar system and theories of the universe. May be repeated for credit without limit, but topics must vary.

Energy Studies

Associated Faculty – Alexander Casella, Malcolm Levin, Ardeshir Lohrasbi, John Munkirs, Luther Skelton, William Warren

Adjunct Faculty – Chris Burger

Energy studies is an area of study within the School of Public Affairs and Administration. Students may design a degree in energy studies through the environmental studies program or may choose courses from energy studies to augment a degree in individual option or other programs providing an option in energy studies.

Because the use of energy affects all aspects of society, the goal of energy studies is to develop a synthesis of technical knowledge and social considerations by drawing on courses in several disciplines. Consequently, energy studies brings together faculty and students with a common desire to study and seek solutions to energy problems.

Energy studies builds and expands on the traditional areas that deal with energy issues. For example, a student in the physical sciences or in engineering may explore economics and policy aspects. Social science undergraduates examine technological and environmental issues. The environmental studies student confronts economic and political realities. Professional administration and policy students confront technological and environmental factors.

Energy studies is a synthesis created from traditional disciplines. Courses are intended to supplement and expand undergraduate discipline-based education and should not be viewed as a substitute for such education.

Research Opportunities

Students have the opportunity to participate in research projects for academic credit and for their graduate thesis or project. Internships are available with a

variety of state agencies through the Graduate Public Service Internship program. There is also a graduate assistantship through energy studies. Both of these include a tuition waiver and stipend.

Current research interests include world oil resources, topics in renewable energy, energy policy and planning, transportation, energy management, energy efficiency and conservation, nuclear energy technology and policy, and economics of energy. Students are also encouraged to initiate their own research topics.

Representative Courses

Several public affairs colloquia are offered by energy studies.

Other courses offered include –

- ENS 403 Transportation Problems and Planning Procedures
- ENS 422 Energy Resource Economics
- ENS 431 Energy Resources and Technology
- ENS 463 Our Changing Climate
- ENS 482 Solid Waste: Technology and Policy
- ENS 500 Graduate Research
- ENS 510 Thesis
- ENS 520 Graduate Project
- ENS 530 Internship
- ENS 531 Appropriate Energy Technology: Theory and Applications
- ENS 532 Photovoltaics and the Solar-Hydrogen Economy
- ENS 533 World Carbon Fuels
- ENS 540 Topics in Environmental Studies
- ENS 582 Energy Policy and Planning

NOTE: See environmental studies program for course descriptions.

University Courses

Spoken Foreign Languages

The spoken foreign language courses focus on verbal communication, that is, speaking and understanding. The languages available for study are generally those which, although of global significance, are less commonly taught in the United States. These languages are offered sequentially for two, four, or six semesters, depending on their inherent difficulty. Each course provides four hours of credit. The student works actively with a native-speaking tutor for a total of three hours in weekly drill sessions and must expect to practice with the cassette tapes that accompany the textbook for at least 10 hours a week outside of class. The class sizes are limited (six students) to ensure individual attention.

At the end of each semester, an examiner gives each student an oral examination and recommends the final grade.

Although a degree in foreign languages is not offered, their study is a natural complement to many programs, such as political studies, history, public administration, and international studies.

All courses are listed in the course schedule.

Students at the University of Illinois at Springfield may also apply to study, for credit, the foreign languages offered at Lincoln Land Community College, Springfield College in Illinois, Illinois College, and MacMurray College through the Central Illinois Foreign Language and International Studies Consortium. Contact the foreign languages coordinator in the administrative office of the College of Liberal Arts and Sciences for further details.

UNI 307 Directed Study Skills (2 Hrs.)

Presentation and practice of directed study techniques to support upper-division, content-area courses. Emphasis is on selection of study technique based on content material, course presentation style and format, textbook and related resources, and method of assessment

(essay, short answer, etc.). Students will develop a personal study skill assessment identifying their preferred study style, skill strengths and weaknesses, time management style, and test preference. Credits earned in this course may not be applied toward degree requirements.

UNI 311 Focused Reading (2 Hrs.)

Presentation and practice of concentration and retention techniques to support study in upper-division, content-area courses. Emphasis is on increasing literal, critical, and aesthetic comprehension as well as learning to manage reading assignments, adapt to variations in presentation of print information, and vary speed and comprehension to meet specific needs. Credits earned in this course may not be applied toward degree requirements.

UNI 401 Library Research Methods (2 Hrs.)

In this introduction to the library research process, students learn how to use the print and electronic tools that provide access to information. Students learn how to plan an effective research strategy and find books, journal articles, data, Internet resources, and other sources of information related to typical academic assignments. The course is especially recommended for students unfamiliar with the research process at a large, computerized academic library.

UNI 490 Writing/Speaking for International Students (4 Hrs.)

This course provides practice in writing and speaking standard academic English. It is limited to students whose native language is not English. International students who do not pass the English proficiency examination are required to enroll in this course during their first term at UIS. Credits earned in this course may not be applied toward degree requirements. Permission of instructor is required.

Graduate Certificate in Public Management Practices

The Graduate Certificate in Public Management Practices requires completion of between 12 and 20 hours of graduate-level work in specified areas within the College of Public Affairs and Administration. Students are able to gain substantial expertise without having to pursue full master's degree programs; however, students who are pursuing a master's degree may also enroll in course work that leads to a certificate. The certificate areas of specialization are: Public Sector Labor Relations, Environmental Risk Assessment, and Management of Nonprofit Organizations. Brochures detailing content, policies, and procedures for each are available from programs hosting the certificates or from the College of Public Affairs and Administration.

The certificate is designed to provide specialized knowledge and skills required for effective management of public agencies or their subunits. The curricula focus on improving the administrative knowledge and performance of individuals employed at all levels of government and nonprofit organizations. The certificate is awarded on completion of the course work in any of the three areas of specialization.

Course Requirements

Descriptions for the following courses are located in this catalog within the sections of the programs offering the individual courses.

Public Sector Labor Relations (12 hrs.)

- ADP 505 Human Resource Management
- LES 467 Labor Arbitration
- ADP 465 Public Sector Labor Relations Seminar

Environmental Risk Assessment (16 Hrs.)

- ENS 421 Environmental Economics
- ENS 521 Environmental Risk Assessment
- ENS 522 Risk Assessment: Air, Land, Water
- ENS 523 Risk Assessment Practicum

Management of Nonprofit Organizations (20 Hrs.)

- SWK 484 Introduction to Nonprofit Management
- CAM 508 Marketing for Nonprofit Organizations
- CAM 509 Fund Raising and Resource Development
- ACC 505 Financial Management for Nonprofit Organizations
- CFC 538 Social Service Administration (or ADP 502 Organization Dynamics or BUS 541 Organizational Behavior)
- CAM 504 Arts Administration (or MGT 431 Human Resource Management or ADP 505 Human Resource Management)
- CAM 486 Legal Aspects of Nonprofit Organization Management



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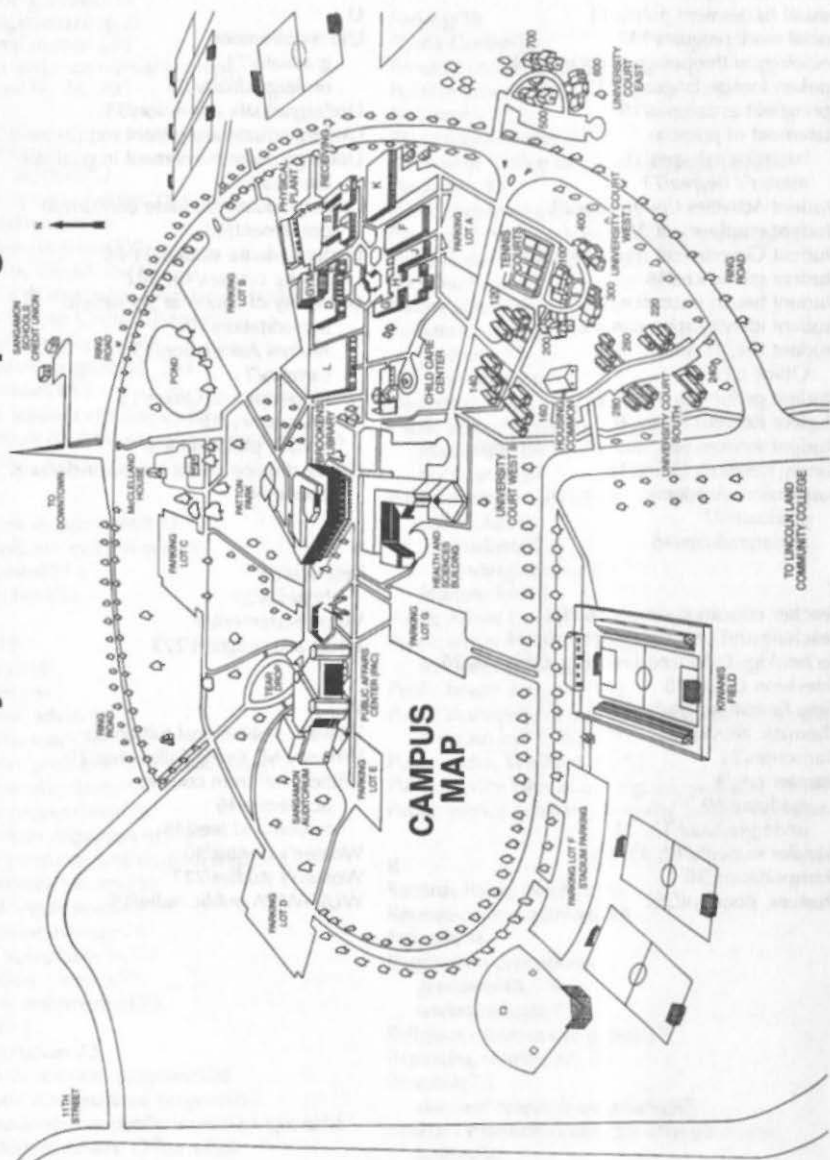
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